



Delta College Catalog

1990 — 1992

We Are The Opportunity

DELTA COLLEGE PROGRAMS AND SERVICES

To Ask Questions About:	Contact:	Location:	Phone Extension:
Academic Standards, Probation & Dismissal Status	Records-Registrar	A Wing	9305
Admissions	Admissions Office	Between C & D Wings	9092
Activities	College Programming Office	C-140	9335/9549
Affirmative Action	Affirmation Action Officer	A-2	9547
Assessment Services (Testing)	Assessment Services Office	S-27	9531
Apprenticeship/Skilled Trades	Skilled Trades Coordinator	A-55	9438
Bus Schedules, Car Pool Information	Instructional Support Services	E-130	9221
Campus Ministry	Campus Minister	H-144	9265
Campus Tours	Admissions Office	Between C & D Wings	9092
Career Counseling	Counseling Center	Between J & K Wings	9330
Career Information	Career Information Center	East Concourse	9072
Center (off campus) Services & Classes	Instructional Support Services	E-130	9221
Change a Course (Add/Drop)	Registration Center	A Wing	9395
Child Care (Pre-School)	Child Care Center	Y-100	9334
Clubs & Organizations	College Programming Office	C-140	9335/9549
College Rules & Regulations (of behavior)	Vice Pres. Student Services Office	A-119	9340/9339
Collegiate (student newspaper)	Collegiate Office	B-102	9337
Community Affairs Programs & Courses	Community Affairs Office	E-130/West Conc	9515/9414
Conferences	Conference Development Office	E Wing	9460
Corporate Services	Corporate Services Office	A Wing	9297
Course Grade	Course Teacher	—	—
Curriculum Requirements & Guidesheets	Counseling Center	Between J & K Wings	9330
Delta College Foundation	Foundation Office	West Concourse A-43	9224
Financial Aid (Scholarships, Grants, Loans, etc.)	Financial Aid Office	J-100	9080
Graduation Requirements & Applications	Records-Registrar	A Wing	9305
Handicapped Students & Services	Handicapped Services Office	B-116	9096
Honors Program	Honors Office (Admissions)	C-137	9095
Housing/Residence Halls	Housing Office (Admissions)	Between C & D Wings	9400
I.D. Cards	Admissions Office	Between C & D Wings	9092
Illness, Injury, Health Concerns & Insurance	Health Services	B-103	9333
Incomplete Grade	Course Teacher	—	—
Intercollegiate Athletics & Intramural Sports	Health, Phys. Ed. & Recreat.	N-140	9023
International Students	Housing Office (Admissions)	Between C & D Wings	9400
Jobs (part/full time, on/off campus)	Placement Center	East Concourse	9074
Judicial/Due Process	Vice Pres. Student Services Office	A-119	9340/9339
Learning/Studying Services	Teaching/Learning Center	East Concourse	9314
Library & Audio Visual Resources	Learning Resource Center	Main Bldg. South End	9307
Lost and Found	Campus Police Department	B-101	9111
Minority Student Programs & Services	Student Support Services Office	Between H & J Wings	9118
Older Population Program	Older Population Program Office	A-66	9401
Orientation for New Students	Counseling Center	Between J & K Wings	9330
Parking & Security	Campus Police Department	B-101	9111
Personal Problem	Counseling Center	Between J & K Wings	9330
Planetarium Programs	Planetarium	B-203	9255
Public Relations	College Relations Office	A Wing	9228
Registration of Classes	Registration Center	A Wing	9395
Residency Qualifications	Records-Registrar	A Wing	9305
Single Parent/Homemaker & Sex Equity Program	Single P/Homemaker/Sex Eq. Office	C-139	9390
Social Security Benefits Certification	Records-Registrar	A Wing	9305
Student Senate	Senate Office	G-126	9488
Textbooks & Class Supplies	Bookstore	NW Corner Commons	9031
Tickets, Social & Cultural Events	Cashier	A Wing	9394
Transcript Requests	Records-Registrar	A Wing	9305
Transfer Credit Acceptance	Records-Registrar	A Wing	9305
Transfer to Another College	Counseling Center	Between J & K Wings	9330
Transferability of Delta Courses	Counseling Center	Between J & K Wings	9330
Tuition & Course Fees	Registration Center	A Wing	9395
Tutoring	Special Services Office	Between H & J wings	9118
	Teaching/Learning Center	East Concourse	9314
V.A. Benefits Certification & Information	Records-Registrar	A Wing	9465
Volunteer Program	Volunteer Services Office	East Concourse	9219
Withdrawal from College	Registration Center	A Wing	9395
WUCM/WUCX-TV (Channel 19/35)	Broadcasting Department	A Wing, Lower Level	9362
WUCM-FM (90.1)	Broadcasting Department	A Wing, Lower Level	9350

DELTA COLLEGE

**Accredited by
North Central Association
of Colleges
and Secondary Schools**

**A state assisted Community
College serving primarily
the Tri-County Area of Bay,
Midland and Saginaw Counties**

**Mailing Address: University Center,
Michigan 48710**

**Telephone: (517) 686-9000
(517) 662-4431 (from Midland)**

24-hour Information Line: (517) 686-9555

**Telecommunication Device
For The Deaf: (TDD) (517) 686-9573**

DELTA COLLEGE IS . . .

A place large and free
enough for you to learn,
experience and grow
to your full potential

A place small enough
to make this process
meaningful and
personal

A place diverse enough
to make it extremely
interesting, challenging
and rewarding.



1990-92 GENERAL CATALOG

Your Information Guide to Delta College

This catalog has been designed for you, the student. The glossary of College terms on the opposite page will be a time saver and helpful to your understanding of College "jargon"/terminology. We suggest you familiarize yourself with it and refer to it often. We also suggest you use the Index at the back of this catalog as a fast way to locating catalog page numbers for the information about specific topics you want to find.

Basically this catalog is divided into five major sections containing the following broad categories of information.

- Section I: **INTRODUCING DELTA COLLEGE**
General Information about Delta College
Resources and Services for the Student
Resources and Services for the Community
- Section II: **COLLEGE POLICIES, PROCEDURES AND REGULATIONS**
Admission Information
Residence Qualifications
Veterans Information
College Costs
Financial Aid
Enrollment and Registration Information
Grading System
Academic Achievement Standards
Certificate and Associate Degree Requirements
Graduation
Students Rights, Responsibilities and Conduct
- Section III: **ACADEMIC CAREER PROGRAMS AND COURSES**
Transfer Programs and Procedures
Delta College Occupational Programs
Skilled Trades Department Programs
- Section IV: **COMMUNITY AFFAIRS PROGRAMS AND COURSES**
Community Affairs General Information
Training and Personal Enrichment Programs and Courses
- Section V: **DELTA COLLEGE PERSONNEL DIRECTORY**

Delta College made every reasonable effort to determine that everything stated in this catalog was accurate at the time it was printed. Courses and programs offered, together with other matters contained herein, are subject to change without notice by Delta College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. Delta College further reserves the right to add, amend, or repeal any of their rules, regulations, policies, and procedures. The provisions of this catalog are not to be regarded as a legal contract between Delta College and the student.

All enrolled students may receive one free catalog by presenting their validated student I.D. card to either the Admissions Office or Counseling Center. Students losing their first copy or other interested individuals may purchase a catalog from the College Bookstore for \$1.50 (or \$1.75 by mail).



GLOSSARY OF COLLEGE TERMS

Academic Credit: The number of units called semester hours an academic course is worth.

Academic Year: The time period between September and the following August during which are conducted the Fall and Winter regular semesters and the Spring and Summer sessions.

Accredited: Authorized or certified as coming up to a set standard by a governing organization such as the North Central Association of Colleges and Secondary Schools.

Admission: Acceptance of the student for enrollment at the College.

Associate Degree: A document (diploma) issued to a student indicating the completion of a prescribed curriculum/program of courses totaling 62 or more academic credits.

Certificate: A document (diploma) issued to a student indicating the completion of a prescribed curriculum/program of skill courses usually totaling about 30 academic credits.

Curriculum: A set of specific courses and academic credits leading to a certificate or a degree in a particular program (a) An occupational curriculum/program prepares a student to enter the world of work immediately after it is completed at Delta College (b) A transfer curriculum/program prepares a student for transfer to a degree (i.e. bachelor degree) program at another college.

Drop and Add: The procedure whereby students may change their class schedule by dropping and/or adding a course after initial registration.

Elective Course: A course which a student may choose to take from a number of alternative courses as distinguished from specific required courses.

Full-time Student: A student enrolled for 12 or more credits per semester; six or more credits during a session.

General Education (Basic Studies): A group of courses covering the areas of English Composition, Social Science, Natural Science, and the Humanities, the aim of which is to provide all students in most degree curricula with a common and broadly based educational experience.

Grade Point Average (GPA): The number of honor points earned divided by the semester hours of credit attempted.

Honor Points: The numerical value of a letter grade for each semester hour of academic credit.

In-District Student: Legal resident of Bay, Midland, or Saginaw County as defined by College residency classifications.

Orientation: A half or full day program for new Delta College students to acquaint them with the College facilities, programs, services and procedures, to select courses and to review their program/curriculum of study with a counselor.

Out-of-District Student: Legal resident of Michigan in a county other than Bay, Midland or Saginaw.

Out-of-State Student: Legal resident of a state other than Michigan or of a foreign country.

Part-Time Student: A student enrolled for less than 12 credits per semester or less than 6 credits during a session.

Prerequisite: Requirements which must be met or courses which must be successfully completed prior to enrolling in a specific course.

Probation: Being below a 2.00 cumulative grade point average as indicated on the Academic Status Scale after having attempted 12 or more credits, and having attended Delta College for at least 2 semesters, OR having 51% or more W (WE, WP) grades in the last two semesters combined, or overall.

Registration: Procedures each semester or session when students schedule classes, pay tuition and fees and, if qualified, complete financial aid arrangements.

Required Course: A course that must be successfully completed within a specific curriculum/program.

Schedule of Classes: Delta College publication which lists all the courses, sections, days, times, on or off campus sites, room locations, course fees and instructors (sometimes), offered during a given semester or session, plus registration procedures.

Semester Hours: The number of units of credit for a particular academic course which is usually equivalent to one hour of lecture or 2-4 hours of laboratory work per week throughout a regular semester. The number of hours of scheduled lecture and/or lab time is given in parentheses at the end of each course description.

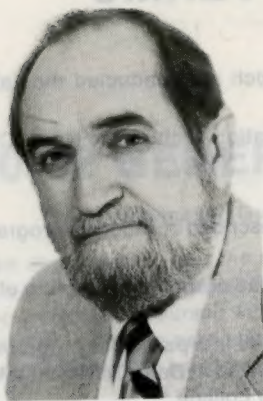
Semesters and Sessions: A Fall or Winter semester is equal to 15 weeks of scheduled classes plus final exams whereas a Spring or Summer session is equal to 7½ weeks. Some courses are also offered during the Fall or Winter semesters on a session (7½ week) basis.

Service Credit: The number of units of credit a Community Affairs course is worth. Service credit courses are not presently applicable to either a Delta College academic Associate Degree or Certificate curriculum/program and are not transferable to another college.

Transcript: The official academic record of a student's work kept in the Registrar's Office listing all academic work attempted at Delta College as well as all transfer credit accepted and any credit awarded by examination or advanced placement. Separate transcripts of all Community Affairs course work are also maintained.

Tuition: The amount of money a student must pay at the time of registration for each semester hour of academic credit or service credit. The tuition rate is based on the student's residency classification.

Withdrawal: The process whereby a student discontinues enrollment in one or more courses. Withdrawal procedures must be done at the Registrar's Office to be official.



A MESSAGE FROM DELTA COLLEGE PRESIDENT DONALD J. CARLYON

OUR SUCCESS IS YOUR STORY

Preparing business, health, humanities, liberal arts, science, social science, and technology students for successful transfer to Michigan and out-of-state colleges and universities.

That's what Delta College can do for you.

Being a place where you can enroll in one or several classes, on or off campus, during the day or evening hours with faculty members who care about your success.

That's what Delta College can do for you.

Receiving help with making a career decision, tutoring assistance, financial aid, child care, special needs, or enriching your life by participating in fitness, cultural, sport or entertainment activities.

That's what Delta College can do for you.

Training the employed and assisting the unemployed to meet the skill requirements of today's technology through special contract and grant programs of study.

That's what Delta College can do for you.

Providing a wide range of services for the community such as Planetarium exhibitions, community education classes on every imaginable subject, community research, tours and speakers, conferences, and Delta Broadcasting.

That's what Delta College can do for you.

Emphasizing intellectual growth as part of your education at Delta College:

- Analytical thinking
- Effective communication
- Global perspective
- Ethical reasoning
- Computer understanding
- Historical awareness
- Aesthetic sensitivity
- Fitness, diet and wellness
- Familiarization with data

That's what Delta College can do for you.

When Delta College opened its door in 1961, 1,700 students enrolled. Today, there are 17,000 students in all categories, studying on campus and throughout 40 neighborhood centers in your community. With few exceptions, enrollment at the College has increased significantly in every semester. From the open door admissions policy to our Honors Program for academically-gifted students, Delta has served as a major resource in higher education for the tri-communities.

One of the reasons for this growth and success is that the majority of high school seniors in the tri-counties continue to select Delta College. So do thousands of adult learners. Together, they have made Delta College their "First Choice."

In fact, more high school seniors select Delta College than the next five colleges combined. And we enroll more adults than any other institution in the region.

Why?

That's a very good question.

Perhaps it's because our success is your story.

Cordially,
D.J. Carlyon
President
Delta College

BOARD OF TRUSTEES

BAY COUNTY

RUTH JAFFE

PAUL A. ROWLEY

RALPH I. SELBY

MIDLAND COUNTY

DR. JOHN FULLER

R. LYNN MILLER, JR., VICE CHAIR

DR. W. BROCK NEELY

SAGINAW COUNTY

ANNETTE DEIBEL

DAVID R. GAMEZ

DONALD C. SLACHTA, CHAIR

ADMINISTRATIVE OFFICERS

DONALD J. CARLYON
President

DR. PETER D. BOYSE
Executive Vice President

DR. HAL D. ARMAN
Assistant to the President

DR. JOHANNA H. KOBRAN
Vice President of Instruction &
Learning Services

MICHAEL L. CROVELLA
Vice President of
Business Affairs

DR. ROBERT G. CABELLO
Vice President of
Student Services

DR. PRESLEY D. HOLMES
Director of Broadcasting

JOHN H. KRAFFT
Director of College Relations

JUDITH A. THORSON
Vice President of Finance and Treasurer

KAREN M. MacARTHUR
Executive Director, Fund Development

DR. GENE PACKWOOD
Director of Research & Development

ARTHUR J. OETTMEIER
Executive Director for Corporate Services

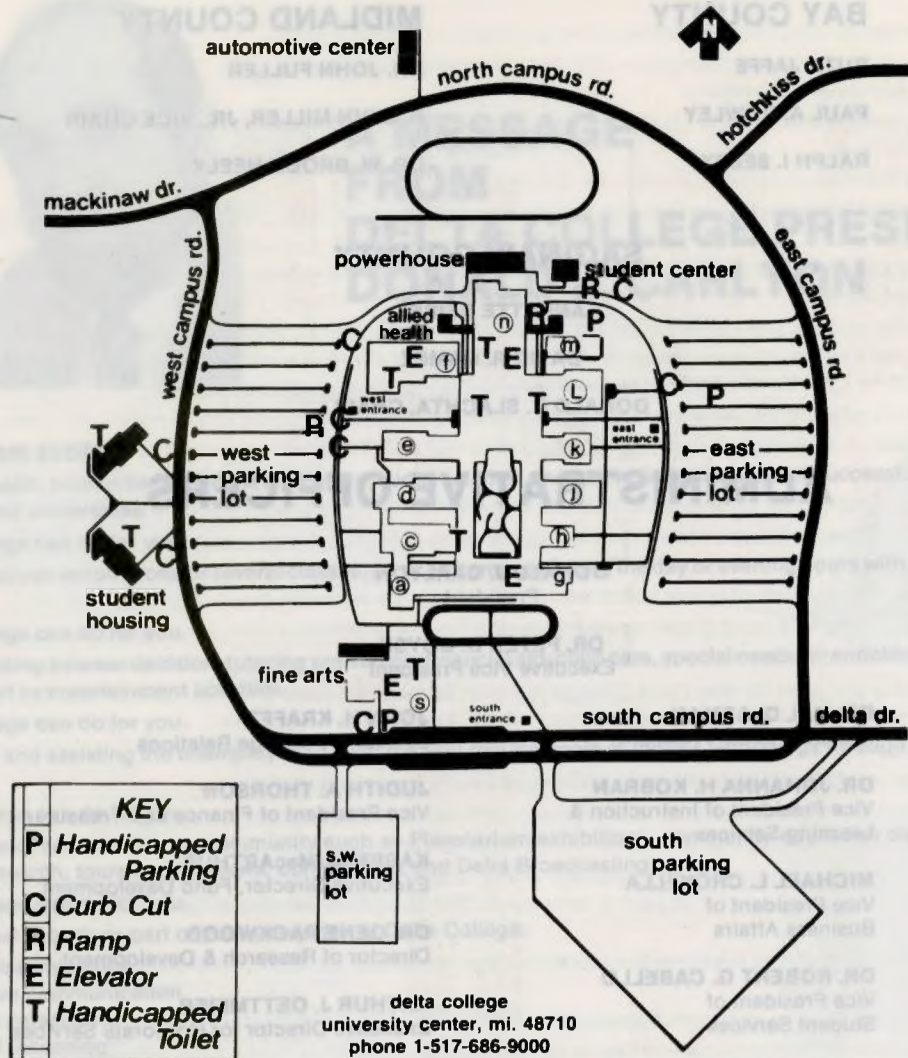
STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAWS

Delta College is an equal opportunity/affirmative action employer, and complies with federal and state laws and regulations prohibiting discrimination. It is the policy of Delta College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap, in its programs, activities, admissions, financial assistance, or employment.

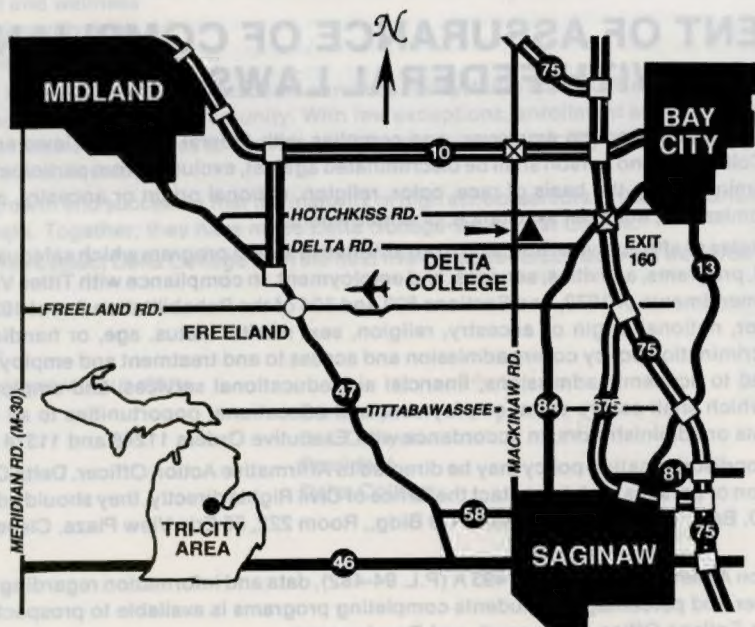
Delta College is committed to the principles of affirmative action, and to an affirmative action program which safeguards the right of all persons in the areas of admissions, financial aid, programs, activities, services, and employment. In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, Delta College does not discriminate on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, or handicap in any of its policies, procedures, or practices. This non-discrimination policy covers admission and access to and treatment and employment in College programs and activities, including but not limited to academic admissions, financial aid, educational services, and employment. Delta College has adopted an affirmative action policy which shall assure equal employment and educational opportunities to all minorities in the College, whether classified staff, faculty, students or administrators, in accordance with Executive Orders 11246 and 11374 and Revised Order No. 4. Inquiries regarding the Delta College nondiscrimination policy may be directed to Affirmative Action Officer, Delta College, University Center, Michigan 48710. In the event that a person or persons wish to contact the Office of Civil Rights directly, they should address their inquiries to the Office of Civil Rights, Region Five. O. O. Barr, Title IX Coordinator. Pl. 9 Bldg., Room 222, 55 Erie View Plaza, Cleveland, Ohio 44114. Phone: (216) 293-4970.

In accord with the 1976 Higher Education Amendments, Section 493 A (P.L. 94-482), data and information regarding student retention at Delta College and, when available, the number and percentage of students completing programs is available to prospective and enrolled students who request information from the Delta College Office of Research and Development.

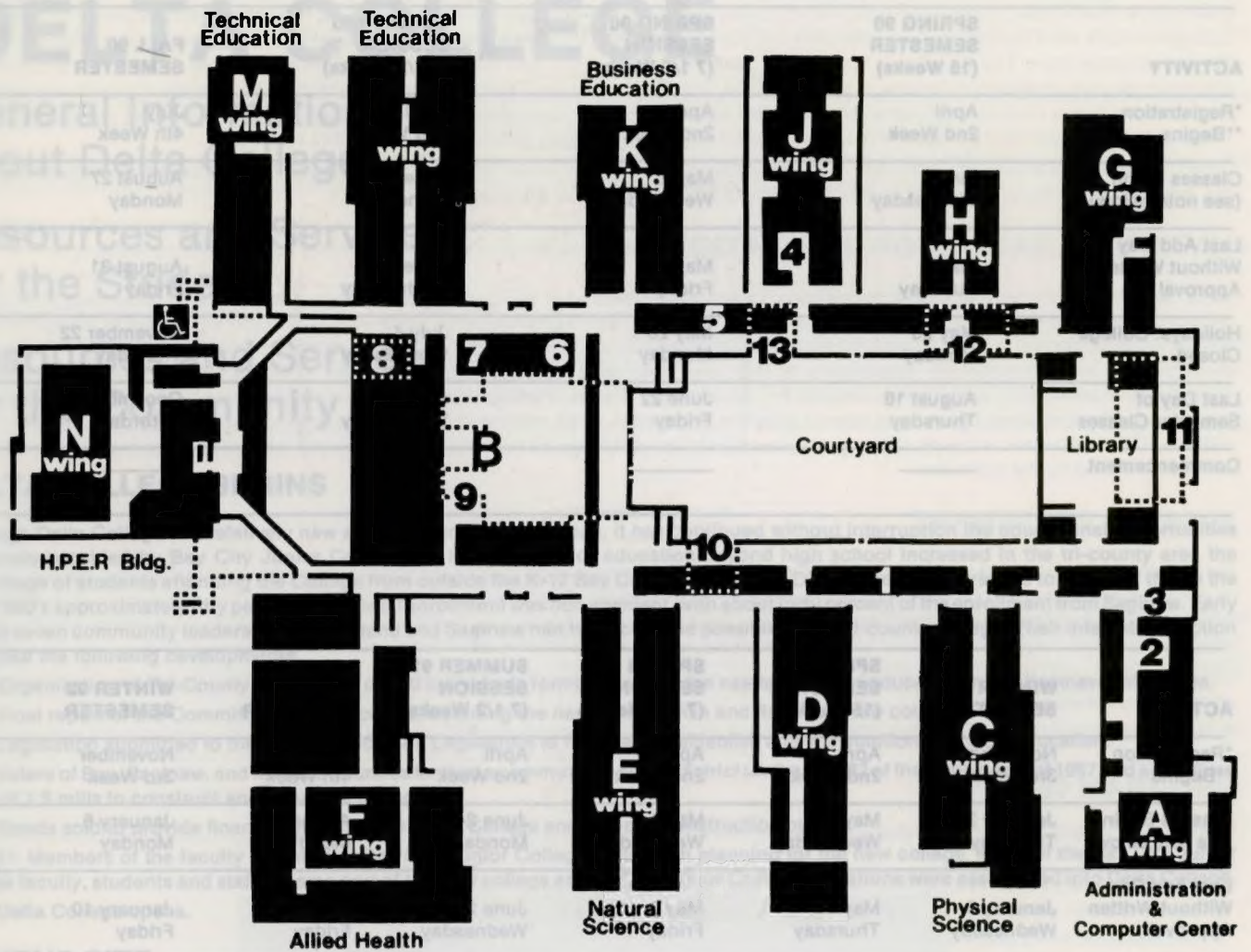
CAMPUS MAP



TRI CITY AREA



PHYSICAL PLANT LAYOUT



Main Floor

Admissions	1
Registrar Services	2
Registration Center	3
Financial Aid	4
Counseling	5
Campus Police	6
Health Services	7

Upstairs

Planetarium

Downstairs

Commons (Food Service Bookstore)	9
Community Education	10
Broadcasting/TV19/35 FM 90.1	11
Teaching/Learning Ctr.	12
Career Information Ctr.	13

8

ACADEMIC CALENDAR 1990-92

ACTIVITY	SPRING 90 SEMESTER (15 Weeks)	SPRING 90 SESSION (7 1/2 Weeks)	SUMMER 90 SESSION (7 1/2 Weeks)	FALL 90 SEMESTER
*Registration **Begins	April 2nd Week	April 2nd Week	April 2nd Week	July 4th Week
Classes Begin (see note below)	May 2 Wednesday	May 2 Wednesday	June 25 Monday	August 27 Monday
Last Add Day Without Written Approval	May 8 Tuesday	May 4 Friday	June 27 Wednesday	August 31 Friday
Holidays: College Closed	May 28 Monday	May 28 Monday	July 4 Wednesday	November 22 Thursday
Last Day of Semester Classes	August 16 Thursday	June 22 Friday	August 15 Wednesday	December 15 Saturday
Commencement	_____	_____	_____	_____

ACTIVITY	WINTER 91 SEMESTER	SPRING 91 SEMESTER (15 Weeks)	SPRING 91 SESSION (7 1/2 Weeks)	SUMMER 91 SESSION (7 1/2 Weeks)	FALL 91 SEMESTER	WINTER 92 SEMESTER
*Registration **Begins	November 3rd Week	April 2nd Week	April 2nd Week	April 2nd Week	July 4th Week	November 3rd Week
Classes Begin (see note below)	January 3 Thursday	May 1 Wednesday	May 1 Wednesday	June 24 Monday	August 26 Monday	January 6 Monday
Last Add Day Without Written Approval	January 9 Wednesday	May 7 Thursday	May 3 Friday	June 26 Wednesday	August 30 Friday	January 10 Friday
Holidays: College Closed	Semester Break February 25	May 27 Monday	May 27 Monday	July 4 Thursday	November 21 Thursday	Semester Break February 29
Last Day of Semester Classes	April 24 Wednesday	June 21 Thursday	June 21 Friday	August 14 Wednesday	December 14 Saturday	April 25 Saturday
Commencement	Date to be Determined	_____	_____	_____	_____	_____

*Further registration information is detailed in each semester's Class Schedule Booklet.

**All new students must be admitted to Delta College prior to Registration. See Page 37 of this Catalog for Admission procedures.

COMMUNITY EDUCATION CLASSES: Registration data, times and procedures are different from the above. Consult their Class Schedule published each semester.

There are classes beginning other than these dates. See Class Schedule Booklet for dates.

INTRODUCING DELTA COLLEGE

General Information
about Delta College

Resources and Services
for the Student

Resources and Services
for the Community

DELTA COLLEGE BEGINS

Although Delta College is a relatively new and independent institution, it has continued without interruption the educational opportunities previously provided by Bay City Junior College. As the demand for education beyond high school increased in the tri-county area the percentage of students attending the College from outside the K-12 Bay City Public School District steadily increased to the point that in the early 1950's approximately fifty percent of the total enrollment was non-resident, with about forty percent of the enrollment from Saginaw. Early in 1955 seven community leaders of Bay, Midland and Saginaw met to discuss the possibility of a tri-county college. Their interest and action prompted the following developments.

1955: Organization of Tri-County Committee of 300 individuals formed to study the needs of higher education in the Saginaw Valley area.

1956: Final report of the Committee of 300 received, outlining the need to establish and finance a new college.

1957: Legislation submitted to the State of Michigan Legislature to finance and establish a new institution of higher education.

1957: Voters of Bay, Saginaw, and Midland counties formed a community college district under Act 182 of the Public Acts of 1957 and authorized a levy of 1.5 mills to construct and operate a college.

1958: Bonds sold to provide financial structure for Delta College and campus construction began.

1959-61: Members of the faculty and staff of Bay City Junior College assisted in planning for the new college. Many of the Bay City Junior College faculty, students and staff became part of the new college as Bay City Junior College operations were assimilated into Delta College.

1961: Delta College opens.

CAMPUS SITE

The College is located on a 640-acre campus complex in Bay County. Noted for its beautifully landscaped center garden, the College has miles of nature grounds as an outdoor classroom, running and fitness trails, tennis courts, archery and golf areas, as well as a covered bridge. The natural surroundings of Delta College positively enhance the learning process of students. The Delta College site, at University Center, Michigan, in Bay County, lies almost midway between the counties' major cities of Saginaw (92,000), Bay City (49,000), and Midland (35,000). This triangle forms the heart of the Saginaw Valley area which is drained by the Saginaw River and its tributaries, northward to the Saginaw Bay and Lake Huron. Bay County adjoins the Bay, an important recreational area and water-way, whose ports are part of the St. Lawrence Seaway system.

TRI-COUNTY DISTRICT

The tri-county area is one of the major concentrations of population within the state. The 1970 population census reports an area population of approximately 401,000. Sixty-three percent of the people are classified as urban residents, with forty-four percent within city limits.

There are many ethnic groups in the tri-county district and they are represented in Delta's student body. Blacks constitute the largest minority group, with less than one percent in Midland County, approximately two percent in Bay County, and twelve percent in Saginaw. Over 25,000 individuals with Spanish surnames comprise a second minority group and make up about three percent of the tri-county population. Other ethnic groups are mostly European and Native American.

The high percentage of urban population can largely be explained by the concentration of industry within the area. Over ninety-five percent of the employed work force are in occupations other than agriculture. Each county has a major concentration of industry. The Dow Chemical Company and Dow Corning Corporation have large plants and international corporate headquarters in Midland. Bay City's employment centers around Chevrolet Motors. Saginaw, the largest industrial center, has a number of General Motors industries and has the largest foundry concentration in the country.

The tri-county area is also well known for its agricultural products. Sugar beets, beans and potatoes are grown extensively throughout the Valley. On a national basis, Saginaw and Bay County rank number one and two in sugar production and one and five in bean growing, respectively. Beans are shipped from the area to foreign ports. The farms are operated with a high degree of mechanization.

ACCREDITATION

Delta College is accredited by and is a member of the North Central Association of Colleges and Secondary Schools. Initial accreditation was granted the College in October, 1962 by the Michigan Commission on College Accreditation. A status study to prepare for candidacy was submitted to the North Central Association of Colleges and Secondary Schools in May, 1964, as a first step toward regional accreditation. College officials were notified in July, 1966, that the College had been accepted as a candidate for accreditation based on a report of a North Central visitation team. The *Self-Study Report* was completed in May 1967, and accreditation was granted in April of 1968. North Central has subsequently reaccredited the College in 1973 and 1984. The College is scheduled to be evaluated in 1993-94. Several occupational academic programs also have received additional accreditation status from their corresponding professional boards, councils or regulatory groups. These groups are specified by name within the program descriptions stated within Section III of this catalog.

Delta College is also a member institution of the American Association of Junior Colleges, the Michigan Associations of Collegiate Registrars and Admissions Officers, and the Michigan Academy of Arts, Sciences, and Letters.

NATIONAL LEAGUE FOR INNOVATION

Delta College is a charter member of the National League of Innovation in the Community College. The League is comprised of seventeen college districts with 54 campuses in eleven states, enrolling more than 500,000 students. Delta's membership is significant recognition that it is devoted to improvement of learning through experimentation and innovation. The League places a strong emphasis on research, evaluation and dissemination of information on innovations. In this way, potentially valuable new approaches to instruction are made known and an opportunity is provided to judge their suitability for use at other colleges. Participation in League activities enables Delta to adapt and adopt those innovative practices which have proved effective elsewhere, while sharing the results of its own innovations with colleges in other districts. This means that residents of the tri-communities of all ages have the opportunity to share in the benefits of improved instruction and services provided by the institution.

MISSION STATEMENT

Delta College is a community college with the mission to provide comprehensive post-secondary programs and services that are accessible to its constituents. To this end Delta is committed to leadership in meeting the educational and training needs of the community, to the delivery of high quality instructional and support programs to a broad range of students, and to equal access to educational opportunity through open admissions.

Delta is dedicated to an open relationship with business, industry, and the professions as well as other institutions or groups where cooperative efforts may be mutually beneficial.

Delta is committed to the social, cultural, and economic development of the College district.

PROGRAM GOALS

The mission of Delta College is manifested through goals which include, but are not limited to, provision of high quality programs and services leading to:

1. Post-secondary Associate degrees, certificates, and other credentials of achievement.
2. Lower division preparation for college and university transfer.
3. Occupational entry preparation.
4. Occupational upgrading and retraining.
5. General education.
6. Educational partnerships with business, industry, government, and other institutions.
7. Education for personal growth.
8. Support for student needs and informed choice in academic, personal, and career decisions.
9. Support for special student groups, e.g., handicapped, limited English speaking, gifted and talented, minorities.
10. Basic skill development remediation.
11. Instructional resources and support to enhance teaching and learning.
12. Collaboration with secondary schools, other colleges and universities.
13. Enrichment of wellness (such as intellectual, physical, emotional, social, recreational, cultural, occupational, and spiritual well-being).
14. Development of community resources, community leadership, and public service.

OPERATIONAL GOALS

Operational goals exist at Delta College to provide direction to the College as it manages its resources to implement program goals in an effective and efficient manner.

Operational goals of Delta College are:

1. To maintain an effective organizational and governance structure which supports the College program goals and fosters open communication between students, faculty, administration, staff and Board of Trustees.
2. To provide equal employment opportunity and equal educational opportunity to all. In addition, the College is committed to an affirmative action program.
3. To provide the means for implementing systematic assessment, evaluation, and planning of College programs and services, with high scholarly and professional standards.
4. To provide for professional and curricular response to technological, economic, and social change.

DELTA COLLEGE FOUNDATION

The Delta College Foundation is a nonprofit, tax-exempt educational corporation organized under Michigan law to receive gifts, grants, loans, bequests and scholarships in behalf of the students, staff or the institution. Gifts received through the Foundation are tax deductible for the donor.

The primary purpose of the Foundation is to solicit private sector financial support to extend the broadest possible opportunity for educational benefits to the residents of the tri-counties (Saginaw, Bay, Midland counties).

To this end, the Foundation accepts gifts of real and personal property as well as monies; receives bequests or devices by will or upon trusts, the same as an individual; supplements the programs and activities of the College and promotes educational services.

I. Institutional Enrichment

To provide to Delta College the broadest range of financial support possible to ensure the diversity and quality of services from Delta College to the community.

II. Student Financial Assistance

To provide financial assistance to students of all ages and circumstances. To provide scholarships which recognize academic excellence for students of all ages regardless of financial needs.

III. Capital Requirements

To obtain funding for the College to construct buildings identified in the College's master plan, to maintain the College campus grounds and facilities, and to ensure an appropriate inventory of instructional/teaching equipment.

IV. Faculty/Staff Enrichment

To support professional and personal growth activities of faculty and staff.

V. Innovative Projects

To encourage innovative programs which benefit the College and community.

Delta College Foundation Board of Directors: Clifford C. VanDyke, Chairman, Bay County; Dr. Jack Rehmann, Vice-Chairman, Saginaw County; Donald J. Carlyon, Secretary/Treasurer; Karen M. MacArthur, Executive Director; Dr. Ormond Barstow, Midland County; Bill Martin, Saginaw County; R. Lynn Miller, Jr., Midland County; Dr. Glen E. Packwood, Research and Development; Paul Rowley, Bay County; Eugene B. Skeebo, Midland County; Donald C. Slachta, Saginaw County; H. Stacy Smith, Jr., Bay County; and Alice Wirt, Bay County.

Delta College Foundation Office Staff: Karen M. MacArthur, Executive Director of Fund Development; Terry L. Rock, Development Officer, President's Office; and Barb Szczesniak, Senior Administrative Secretary.

For information call (517) 686-9224.







When Delta College opened its doors in September, 1961, there were 1,800 students, and with few exceptions, enrollment has increased every semester. In the Fall 1989 semester, approximately 11,800 academic and skilled trades students plus 2,000 community education students were enrolled in courses and programs on campus and throughout 30 neighborhood centers. Who are these students and why do they enroll at Delta? Actually, there is no Delta College student stereotype as students differ considerably in their ethnic, social, economic backgrounds and educational goals. Most (about 90%) students reside in the tri-county district or come from other Michigan counties and more students are enrolled on a part-time basis than those attending full time because most students are also working full or part time. Some are rich, some are poor, most are neither but approximately 70% of students enrolled for 6 or more academic credit hours receive some form of financial aid. Some have precise career plans while others want to explore before they decide, some are taking classes for personal enrichment reasons. What most have in common, though, is that they are seeking to learn and improve their lives. Over the years students have been asked by other colleges about their reasons for choosing and attending Delta and the five major reasons given have been: location of Delta (close to home and/or work); curriculum or programs offered; low costs; course work relevant to goals; quality of instruction. The diversity of students at Delta College is illustrated below.*

Student Credit Hour Load

1-5 Credit Hours	32.2%
6-8	18.7%
9-11	12.7%
12 or more Credit Hours	36.4%

Class Designation

Freshmen	64.5%
Sophomores	35.5%

Student Age Distribution

1-19 years old	28.3%
20-24	28.2%
25-29	13.2%
30-44	25.6%
45 and over	4.5%
Not designated	.2%

Geographic Residences

Bay County	31.27%
Midland County	14.11%
Saginaw County	44.74%
Other Michigan Counties	9.74%
Other States	.09%
Foreign Countries	.05%

Ethnic Backgrounds

Black	5.8%
Caucasian	87.93%
International	.09%
Asian	.33%
Spanish American	3.1%
American Indian	.35%
Not designated	2.4%

Declared Curricula Choices

Occupational Programs	41.5%
Transfer Programs	39.5%
Personal Enrichment	1.8%
Undecided	13.4%
Not designated	3.8%

Sex of Students

Males	37.7%
Females	62.3%

Class Times Attending

Day hours only	46.4%
Day and evening combination	27.4%
Evening hours only	26.2%

* Figures based on Fall, 1989 semester and pertains only to students enrolled in academic courses.

RESOURCES AND SERVICES FOR THE STUDENT

INTRODUCTION

Delta College, being a comprehensive community college, offers college transfer courses, technical-vocational curricula, and community service courses. Delta attracts a student body with a vast difference in age, ability and social backgrounds. As a result of this setting, the successful instructional program must be complemented by competent learning resources, developmental courses, student counseling, advisement, career planning, placement, financial assistance, extra-curricular activities, registration and recordkeeping. Students, in addition to learning academic or vocational skills, need to learn to relate to and communicate with other people and to make intelligent choices in a society marked by complexity, change, and constant decision confrontations.

A conceptual model for the community college attempts to keep the student as the heart of the total educational enterprise. All programs, services and facilities exist because the student is here. Functionally, the College is organized to provide administrative, instructional and student services to the student clientele and community at large. Learning is a vital process, and the goal of the institution is to create an environment which will facilitate learning.

The role of the following services, therefore, is to enable the student to take full advantage of a total learning process. These services have been developed to complement each learning activity, leading to fulfillment of individual educational potential.

RESOURCES AND SERVICE AREAS ARE LISTED IN ALPHABETICAL ORDER. OFFICE HOURS STATED ARE BASICALLY FOR THE FALL AND WINTER SEMESTERS AND WILL VARY BETWEEN MAY AND AUGUST.

ADMISSIONS OFFICE

Location: Main Building between C & D wings Phone 686-9093

*Office Hours: Monday—Thursday 7:30 A.M.—7:00 P.M.; Friday 7:30 A.M.—4:30 P.M.

The Admissions Office is a Community Information Service Office. Its main purpose is to keep the community aware of the many services and program opportunities offered by the College. Its staff has the mobility and flexibility of presenting information both on and off-campus. The Admissions staff provides direct liaison services with potential students, high schools, agencies, and other community groupings.

SERVICES OFFERED

- High school and agency visitations
- Coordinating special informational programs and activities
- Presentations to community groups
- Campus tours
- Dissemination of pre-enrollment information
- Processing applications for admission
- Issuing student numbers and student I.D. cards
- Issuing of Michigan Opportunity Cards

MATERIALS OFFERED

- Applications
- Brochures
- Catalogs
- Information packets by curriculum

ASSESSMENT SERVICES

Location: Fine Arts Building, Lower Level, Room 2-27 Phone: 686-9531

Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

Assessment Services administers a variety of testing instruments to assist students in measuring their skill levels, aptitudes, and career interests. Approximately twenty (20) national examination programs are available to the college community. Among these tests are: college entrance examinations such as ASSET and ACT as well as professional certifications (e.g. ASE, CLU, DANB). Another service provided by this office is the 'Credit for Prior Learning' (CPL) program which is designed for students who may have acquired, through work or other experience, knowledge which may be evaluated for course credit. Credit may be earned in three ways. They are the College Level Examination Program (CLEP), Credit-By-Discipline Exams (CDE) and/or Credit-By-Portfolio.

Assessment services are available to the business community and/or public service agencies on a contracted basis. Through these contracts, employers are assisted in identifying individuals whose skills best match job requirements. Career assessment is also available for those seeking a job change.

Delta College currently requires new students to participate in the STEPS TO SUCCESS PROGRAM (See Admissions Information, Section II). As part of this program, Assessment Services administers a basic skills assessment (writing skills, reading skills, numerical skills and algebra) to assist students in making appropriate course selections. A schedule of testing dates is published each semester through the Admissions Office.

BOOKSTORE

Location: Main Building Lower Level (N.W. corner of Commons) Phone: 686-9030

Store Hours: Monday—Thursday 7:45 A.M.—8:30 P.M.; Friday 7:45 A.M.—4:30 P.M.

The Delta College Bookstore is a modern, self-service facility dedicated to providing the best possible service to students, faculty and staff.

MATERIALS SOLD

- Textbooks
- Greeting cards
- Workbooks
- Schools supplies
- Lab manuals
- Art materials
- Paperbacks & magazines
- Drafting equipment
- Study aids
- College rings
- Sportswear
- Stuffed animals and other novelties

BUS TRANSPORTATION

Bus transportation from Bay City, Midland and Saginaw and return is provided by commercial operators. This service allows the student to arrive early each day in time for class and return home at the close of classes.

Detailed bus schedules may be picked up at the Admissions Office, Counseling Center or the Registration Center at Delta throughout the school year.

CAMPUS POLICE DEPARTMENT

Location: Main Building Phone: 686-9111
Room B-101 - Across
from East Main Entrance

Office Hours: Open 24 hours a day; 7 days a week

The Campus Police Department is primarily responsible for providing safety and security services, enforcing traffic and parking regulations and conducting criminal and accident investigations. All Campus Police Department Officers are required to meet the Michigan Law Enforcement Officers Training Council Minimum Training Standards as prescribed by State Statute. In addition, Officers are Deputy Sheriffs of Bay County. Members of the college community can contribute greatly to the safety of students, staff and other individuals by utilizing preventive measures and reporting to the Campus Police Department violations of the rights of others.

SERVICE PROVIDED

- Protection of persons and property
- Traffic control and enforcement
- Public and motorist assistance
- Enforcement of state and local laws
- Issuance of Car Pool Special Parking Permits
- Crime prevention
- Lost and found
- Emergency first-aid
- Criminal investigations
- Accident investigations

PARKING AND TRAFFIC REGULATIONS

All individuals using vehicles on Delta College property are expected to comply with college and/or state regulations and laws pertaining to parking, traffic and vehicle use. Violations of college rules will result in fines and penalties ranging from \$1.00 to having the vehicle towed away at the expense of the owner. Operators in violation of State Law provisions applicable to the campus will be issued a traffic citation — complaint, which will require the violator to appear in the 74th District Court in Bay County.

A copy of the Delta College Traffic & Parking Regulations is available from the Campus Police Department.



CAREER DEVELOPMENT & PLACEMENT SERVICES

Location: Main Building, Lower Level, East Concourse

Office Hours: M—T, 8:00 a.m.-7:30 p.m.; Friday 8:00 a.m.-4:30 p.m.

CAREER PLANNING SERVICES

Phone: 686-9072

The department serves students, faculty, staff and the general public in planning a first career or changing to a new career. A model of Self-awareness, Career Awareness, Decision Making and Planning is suggested. Resources available to assist those making career choices include:

Computerized Career Guidance Systems

SIGI-PLUS which allows individuals to examine and weigh the importance of their work values, interests and skills; identify occupations matching these important items; gather information on various careers; and learn a strategy for making a realistic decision.

MICHIGAN OCCUPATIONAL INFORMATION SYSTEM (MOIS) provides individuals with a list of possible occupations based upon their answers to several work-related questions. State and National information concerning earnings and outlook is listed. Also, noted are educational opportunities throughout the state including costs, admissions requirements and contacts for information.

EUREKA MICRO-SKILLS INVENTORY allows users to select skills they would like to use in careers. They then receive a list of occupations which need those skills. Brief career information also appears.

Career Descriptions including requirements, typical training needed, outlook and earnings are available in a variety of formats including videos, files, books, micro-fiche and flyers.

Career Consultants File consists of community representatives willing to discuss their careers with people making decisions about their futures.

Educational and training information includes college catalogs from all Michigan colleges and universities; listings of vocational/technical schools; home-study opportunities; and basic information on national colleges and universities.

College Field Trips taken to several of Michigan's four year colleges and universities enable Delta students to better assess those institutions' facilities and programs prior to transferring.

Volunteer opportunities are provided through a partnership with the Voluntary Action Centers of Bay, Midland and Saginaw counties. Students placed in non-profit organizations can broaden their educational and work experience, gain on-the-job insight into a career, contribute to the betterment of the community and build self-confidence. Phone: 686-8219

EMPLOYMENT ASSISTANCE

Phone: 686-9074

Employability skills development. Aid in developing effective resume writing, interviewing and job search techniques is provided primarily through workshops and videos. People needing help with specific problems may make appointments.

Student employment is available to students currently enrolled and attending academic or community education classes. Many positions are targeted at needy students participating in the Work-Study financial aid program. While most jobs occur on-campus, a variety are located in the community. As many departments try to hire new student employees prior to the beginning of fall semester, students should inquire about such jobs and the work-study program several months in advance.

Career, part-time and seasonal employment leads are available to job ready Delta students, former students and alumni who register with the department. Graduates of other 2 or 4 year Michigan colleges may also register for employment services. As positions become available, applicants are matched to them by computer, notified of the openings and referred to prospective employers.

Employers' Library provides valuable information to those planning a job search or preparing for an interview. Literature, videos and directories explain what an organization sells or manufactures, or the services it delivers as well as general background information.

In case of an extended period of unemployment, the applicant is advised to make an appointment with a placement representative.

CAREER PLANNING PROCESS & RESOURCES

Effective career decision making is not an instinct—it is a learned skill! Therefore, students must know what their interests, aptitudes, skills and values are in order to make choices involving their career and how they will live their lives. They must also know how to get information about work and education and how to make decisions. Once students make tentative career choices, they must know how to seek and keep a job and the importance of planning and goal setting. Also, it is very important individuals know how to recycle themselves through the career decision-making process because a person's personal characteristics and needs may change and the increasingly complex and uncertain job market may affect employment opportunities. All students are encouraged to make use of the many career planning and development resources and services of Delta College for assistance in deciding about a career, planning for realistic entry-level jobs, and visualizing a career path for the future. The following is a basic outline of the career development process.

STEP I: SELF AWARENESS AND ASSESSMENT (Who am I and what do I want?)

You can become more aware of yourself and others by:

- developing a positive self-identity
- honestly assessing skills, interests & abilities
- developing interpersonal communication skills
- identifying your occupational values
- prioritizing personal and occupational values
- learning how to establish and meet realistic goals

STEP II: CAREER AWARENESS AND EXPLORATION (What do I know about careers?)

You can become aware of and explore life-career roles by:

- understanding the relationships between occupational role, leisure role, citizen role, family role and life style
- identifying possible careers which match your important values, skills and interests
- using available career information to identify career specifics such as work environment, salary range, training/education requirements, employment outlook, career levels and/or advancement opportunities, nature of the job, etc.
- getting involved in activities, classes, and volunteer or paid jobs that will help you develop skills related to a career area which interests you

STEP III: CAREER DECISION MAKING (How do I choose?)

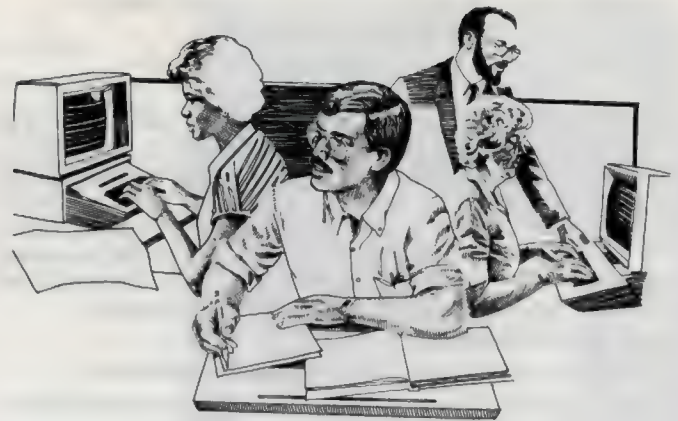
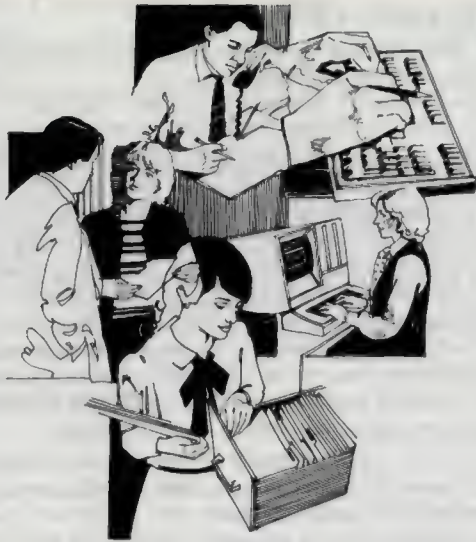
You can develop and utilize decision making skills by:

- knowing how to identify problems or consequences of a particular decision
- assessing alternative courses of action
- examining and weighing the pros and cons of alternatives
- projecting/predicting the likely outcomes of alternatives

STEP IV: DEVELOPING A PLAN (How do I get what I want?)

You can develop and implement plans to reach career goals by:

- developing specific strategies that include the how, what, when and where of each step
- acquiring the training and education necessary
- learning job search techniques which include knowing how to use job and placement services, learning to write resumes and letters of inquiry and application, learning how to conduct your part of a job interview



FROM A TO Z

Many Delta College departments and offices provide a variety of career resources and services designed specifically to assist students make career choices and satisfying life-style decisions. These quick highlights from "A to Z" represent just some of the opportunities available.

Alumni representing over 75 different career fields serve as volunteer career consultants.

Business Division Co-op programs provide on-the-job experience training while students earn college credit.

Counselors aid students in processing personal and career information to fit individual needs and concerns.

Decision making training teaches students valuable skills they can use in making important choices.

Employment outlook information giving current statistics for Michigan and the nation is available in the Career Development and Placement Center.

Field trips to transfer Michigan colleges provide a chance to visit a campus and assess its facilities and programs.

Guest speakers are frequently invited to classes and special seminars to share their experiences and opinions of current careers.

Human Development Center programs and classes assist adults in initiating, maintaining and changing interpersonal relationships relating to life and work goals.

Interviews with local business and industry representatives bring job offers to Delta students.

Job Boards posted throughout the campus contain listings of current job vacancies in the Tri-County area.

Knowledge of the world of work comes alive when students attend special presentations and "Career Days" on campus.

Lifelong planning maps a method for students to use to assess and to act on short and long range goals.

Michigan Occupational Information System provides specifics about employment and career opportunities in Michigan.

Nontraditional career paths can be explored through special programs and materials designed to encourage individuals to broaden their range of career choices.

Orientation sessions for new college "undecided" students answer the question, "How do I start planning for school and a career?"

Placement Services use the latest techniques to contact local and national businesses and match Delta students to desirable employment.

Qualifications for entry into specific areas of employment can be obtained from the college's comprehensive career library.

Resume and letters of application are essential ingredients to a successful job search. Free workshops and printed materials help students with these items.

SIGI-PLUS is the computer system set up to act as a tool to clarify work values and to learn a model for decision making.

Testing to assess interests, abilities, achievement levels, aptitudes and personality traits help students with their current stage of development.

University and transfer college catalogs give immediate access to Michigan post-secondary study opportunities.

Volunteer Program matches volunteers with agencies so students can benefit from on-the-job insight as they pursue certain careers.

Wage and salary ranges for general and specific fields of employment are updated continually so students can be aware of labor market trends.

X-Rated audiovisual materials are NOT included but current videos demonstrate careers in action.

YOU—remain the central focus of the services at Delta College designed

—to create self-awareness

—to enhance career exploration

—to provide quality resources and to

Zero in on an appropriate, flexible and practical plan for your educational success and career goals.

CENTER (OFF-CAMPUS) SERVICES

Location: Main Building Phone: 686-9221
E-130 (between the D & E wings)

Office Hours: Monday—Thursday 8:00 A.M.—7:30 P.M.
Friday 8:00 A.M.—4:30 P.M.

The Office of Center Services is responsible for coordinating and providing services for off-campus centers which offer Delta's courses and services. The office develops community liaisons which allow for the availability of Delta's services, maintains a positive working relationship with Center Directors and develops and maintains communication channels with local communities to ensure cooperative educational opportunities exist within the local communities. The office brings the college into the community.

SERVICES OFFERED

- Coordination of: Admissions, Counseling, Registration
- Assists in the development and scheduling of Academic as well as Community Affairs courses within the Centers.
- Provides a scholarship program for graduates of the adult high school completion programs at the Centers.

PRESCHOOL CENTER

Location: Y-Building Phone: 686-9334
Northeast of Main Building

Center Hours: 7:45 A.M.—4:30 P.M.
(closed during summer session)

This Center is accountable for providing an atmosphere of environmental enrichment for pre-school children (2½-6 years of age) with a balanced schedule of daily activities based on the developmental needs of pre-school children, including intellectual stimulation, emotional stability, large motor activity, rest and nourishment. The Preschool Center also provides an opportunity for Delta students to observe and participate in the Center activities related to their academic programs of study. The Preschool Center serves children of Delta students (faculty/staff as space limitations permit) throughout the fall and winter semesters. (Spring session days/hours depend upon enrollment). For the fee schedule, please call the Preschool Center.



COUNSELING CENTER

Location: Main Building Phone: 686-9330 (Midland) 662-4431
Between J and K wings ext. 9330

Center Hours: Monday—Thursday 7:30 A.M.—7:30 P.M.
Friday 7:30 A.M.—4:30 P.M.

Many important decisions and situations will confront you while you are a student at Delta College. You will need to make decisions regarding courses, curricula, career exploration; you may become involved in social and personal situations which lead you to feel confused and upset; and, it may happen that the stresses of your college or personal life will occasionally interfere with your academic achievement. The primary goals of the Counseling Center staff are to help you deal effectively with your concerns and to assist you in understanding yourself as you strive to realize your full potential. The counseling staff is thoroughly committed to maintaining confidentiality in student-counselor communications.

Your first contact with a counselor is generally at orientation time when your career and educational plans are discussed and the appropriate choice of courses is made. After enrollment, your counselor is available as often as necessary to help you search for self-understanding, or solutions to your academic, vocational, and personal concerns. Services are provided on both an appointment and a "walk-in" basis. **Listed below is only a sampling of the variety of available counseling services:**

- **Academic Advising:** Curriculum guidesheets outlining required courses and providing career information for all Delta programs and most transfer curricula are prepared by Counselors and available at no cost to you. Counselors help you choose appropriate courses and assist with the registration process.
- **Transfer College Information:** Current Michigan college catalogues, admission application forms, and a transfer equivalency guide (detailing how Delta courses transfer to many other colleges) are available. Visits to Delta by transfer college admissions representatives are coordinated and announced. As a Delta student, you can obtain, *upon request*, a comparison of your courses to those of the institution to which you intend to transfer.
- **Career and Life Development Courses:** These courses are courses—for credit—taught by counselors and are described in the Applied Behavior Studies (ABS) listings of the current course description bulletin. The courses are designed to enhance your success, self-confidence, and self-esteem.
- **Personal Counseling:** Counselors will help you gain a better understanding of yourself and the emotional conflicts interfering with your daily living and your college achievement.
- **Career Choice:** On an individual or group basis, counselors can and will assist you with learning decision-making skills, outlining strategies to reach goals, and assessing your personal strengths and areas requiring enhancement.
- **College Orientation and Information:** Counselors can acquaint you with college programs, services, and procedures as well as serve as a central informational resource.
- **Crisis Walk-in Service:** A counselor is available to help you deal with your crisis resulting from home, school, personal or substance abuse concerns.

You are both invited and encouraged to utilize Delta College's counseling services *free of charge*.

OFFICE OF FINANCIAL AID

Location: Main Building
J Wing

Phone: 686-9080

Office Hours: Monday—Thursday 7:30 A.M.—7:00 P.M., Friday 7:30 A.M.—4:30 P.M.

The goal of the College's financial aid program is to assist in removing economic barriers which may limit an individual's opportunity for additional education. A number of aid programs are available; grants, loans, part-time employment and scholarships.

The foundation of all financial aid packages is generally the PELL Grant administered by the U.S. Department of Education. Students who will be enrolled for six or more academic credits per semester should submit the Application for Federal Student Aid at least 2 months before a semester begins. This will enable the Office of Financial Aid staff to completely evaluate all applications and make financial awards accordingly. Detailed information about financial aid procedures, conditions of eligibility and types of aid available is in Section II of this catalog.

FOOD SERVICES

Location: Main Building
Lower level

Phone: 686-9035

Food Service Hours: Monday—Thursday 7:00 A.M.—9:00 P.M.

Friday 7:00 A.M.—3:30 P.M.

Saturday 8:00 A.M.—11:30 A.M. Continental Breakfast

11:30 A.M.—1:00 P.M. Lunch

5:00 P.M.—6:00 P.M. Dinner

Sunday 11:45 A.M.—12:45 P.M. Breakfast/Brunch

5:00 P.M.—6:00 P.M. Dinner

Food services ranging from snack bar type items to full meals, lounge facilities, and meeting rooms are provided in the "Commons" area which is located at the Northend of the Main Building, Courtyard level. Vending machines offering hot and cold drinks, candy, gum and other snack foods are also located in the Main Building, Fine Arts Building and college resident halls (dorms). The resident hall students are also provided with a meal contract that extends our service through the weekend during fall and winter terms. We also provide catered meals for special events for the College and community groups. Our cafeteria is used by the students and staff as a student union facilities. The goal of the Food Service Department is to provide top quality food and service to the students, faculty, staff and the community, with congenial service in pleasant surroundings.

HANDICAPPED STUDENT SERVICES

Location: Main Building
Room B-116

Phone: 686-9096

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

Spring, Summer 8:00 A.M.—4:00 P.M.

The Office of Handicapped Student Services provides direct services to students, as well as assistance to Delta faculty and staff who work with handicapped students.

The Office is intended to accommodate the unique needs of those individuals who wish to contribute to the college community but find that assistance is needed to do so. Such accommodation might take the form of:

Instructional aid services
Interpreter services
Orientation to the campus

Reader services
Adapted equipment
Assistance with college procedures.

The Office works with Michigan Rehabilitation Services, the Michigan Commission for the Blind, Veteran's Rehabilitation Services, and the Intermediate School Districts. All students who work with programs that sponsor students because of their need for assistance with their disability should refer themselves to this office.

HEALTH SERVICES

Location: Main Building
Room B-103

Phone: 686-9333

Service Hours: Monday—Thursday 7:30 A.M.—9:00 P.M.

Friday 7:30 A.M.—4:00 P.M.

Staffed by Registered Nurses, the office is accountable for promoting and ensuring the optimum effectiveness of students and faculty/staff through an ongoing and organized program of health screening, advising, assisting, referral, and follow-up. The office works closely with students, faculty/staff and community agencies to provide individuals the opportunity for treatment of minor injuries, first-aid, health counseling and referral support for major injuries and professional assistance. Services provided include:

- Emergency First Aid and direct treatment for minor injuries or illnesses
- Health screening—blood pressure, T.B. skin tests, weight, etc.
- Health referrals (assist with locating medical assistance)
- Health counseling and providing preventative health care materials
- Dispense across-counter drugs as appropriate
- Health insurance information and applications
- Maintenance of student health records



HONORS PROGRAM

Location: Main Building
686-9095

Office Hours: Monday through Friday, 8:00 — 4:30 p.m.

The Honors Program is designed to meet the learning needs of students who are able learners, highly motivated and creative thinkers. This challenging program will help to develop and strengthen the abilities of the bright student. Serious students will enjoy the individually structured and innovative approach to learning that honors courses will provide. Students can enroll in the full Honors Program or select honors sections of specific classes. To qualify a student must meet one of the following criteria:

- Graduate in top 10% of class
- Have a score of 1100 (combined) on SAT or composite score of 25 on the ACT
- A cumulative high school GPA of 3.5
- Complete 12 college credits with a cumulative GPA of 3.2
- Demonstrate equivalency of the above through portfolios, projects, awards, auditions etc.

Those who are sincere about building a strong academic background will want to take advantage of the Honors Program.

Benefits to student:

- Greater academic challenge - fun through learning
- Honors Certificate
- Social opportunities and dialog with academic peers
- Flexibility in program development
- Exposure to opportunities not ordinarily available
- Association with Phi Theta Kappa, National Collegiate Honors Council, Michigan Honors Association, and Mid East Honors Association
- Assistance in transferring to University Honors Programs and/or in attracting potential employers
- Scholarships (not based on need) at Delta and at some of the transfer schools
- Early registration advantage
- Foreign travel opportunities

The requirements for graduation in the Honors Program include:

- Maintain a 3.2 GPA
- Earn a minimum of 12 honors credits
- Participate in three of the program components

Participate in the Honors Program by following these guidelines OR enroll in honors sections in the area of your strength. Honors courses are designed to be more indepth - not more work!

A copy of the Honors brochure is available from the Admissions Office.



HOUSING SERVICES

Location: Main Building

Phone: 686-9400

C-138 between C & D wings

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The college operates two co-ed residence halls for students: North Hall and South Hall. Each hall houses 80 students in 40 double rooms. Academic year fees include room and 14 or 19 meals per week.

Housing applications for residence hall accommodations may be obtained from the Housing Office. Reservations are confirmed on a "first-apply/first-serve" basis after housing deposit and contract are received. In addition to providing on-campus housing information and processing housing applications, other services include: programs for co-curricular collegiate experiences; maintain liaison with Conference Services to provide conference participants on-campus housing; provide off-campus housing information, and provide housing for faculty and staff when space permits.

INTRAMURAL AND INTERCOLLEGIATE ATHLETICS

Location: Physical Education Building

Phone: 686-9023

Main office N-140

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

This office is accountable for the continued development, growth and activities of the intercollegiate and intramural athletic programs. Delta offers an extensive intercollegiate and intramural program for men and women. Delta is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA).

INTERCOLLEGIATE SPORTS INCLUDE:

FOR MEN

Soccer
Basketball
Tennis
Golf

FOR WOMEN

Basketball
Volleyball
Softball

INTRAMURAL PROGRAMS INCLUDE:

(Additional activities may be included by student request.)

FALL

Flag football (Men and Women)
Golf
Tennis
Co-ed volleyball
Two-mile run
3-3 basketball
1-1 basketball

WINTER

Water polo (Co-ed)
Basketball (Men and Women)
Volleyball (Men and Women)
Badminton (Men and Women)
Racquetball (Men and Women)
Pickleball (Men and Women)
Table tennis





STUDENT CLUBS AND ORGANIZATIONS

Alpine Racing Club
 Architect Club
 Black Student Union
 College Programming Board
 Collegiate (Student Newspaper)
 Delta Epsilon Chi (DECA)
 Dental Assisting Club
 Dental Hygiene Club
 Fashion Group

Inter-Varsity Christian Fellowship
 North American Indian Student Organization
 Nursing Club
 Phi Theta Kappa
 Physical Therapy Club
 Residence Hall Association
 Student Senate Committee
 Volunteer Club



LEARNING RESOURCES

Learning Resources has four divisions. The library is an integral segment of the total learning environment. The audiovisual department is major service for students and faculty. The Instructional Media Center provides assistance in media production. The Autotutorial Learning (ATL) Lab provides self-directed learning experiences for students.

I. LIBRARY

Location: Main Building Phone: 686-9560

Two entrances—across
from A wing and G wing

Office Hours:

Fall/Winter Hours: Monday—Thursday 7:30 A.M.—10:00 P.M.

Friday 7:30 A.M.—4:30 P.M.

Saturday 8:00 A.M.—4:00 P.M.

Spring/Summer Hours: Monday—Thursday 7:30 A.M.—4:00 P.M.

Friday 7:30 A.M.—4:00 P.M.

The library has a collection of over 93,000 volumes and extensive back file of periodicals. Most periodicals have current indexes available which makes the extensive holdings very accessible. Newsbank is a microfilm file of current newspaper articles from all over the country and is indexed by subject. In addition to the above, the library has newspapers, pamphlets and records.

The library meets the standards of the Association of College and Research Libraries, a section of the American Library Association. The library is also a selective depository for United States government documents and a number of United States government periodicals.

If a requested book or periodical is not available at Delta, every effort is made to procure it within the least possible time. A CD-ROM disc is available to search some periodical indexes and to locate books in other libraries.

Additional services in the library include: library tours, library instruction, research services, private study rooms, bibliographic services, and pictorial materials

II. AUDIO-VISUAL DEPARTMENT

Location: West end of the Library Phone: 686-9307

Fall/Winter Hours:

Monday—Thursday 7:30 A.M.—10:00 P.M.

Friday 7:30 A.M.—4:30 P.M.

Saturday 8:00 A.M.—4:00 P.M.

Spring/Summer Hours:

Monday—Thursday 7:30 A.M.—10:00 P.M.

Friday 7:30 A.M.—4:00 P.M.

The Audio-Visual Department offers equipment delivery and pick-up services to classrooms. The equipment for student use within the library includes slide projectors, record players, tape recorders, video tape players, and related projection equipment available for use in accordance with the Senate Handbook guidelines.

The library also offers Audiovisual study stations for individual instruction and study.

III. INSTRUCTIONAL MEDIA CENTER

Location: Main Building, Phone: 686-9312 or 686-9315
South End of Lower Level

Fall/Winter Hours:

Monday—Thursday 8:00 A.M.—5:00 P.M.

Friday 8:00 A.M.—4:30 P.M.

Spring/Summer Hours:

Monday—Thursday 7:45 A.M.—4:30 P.M.

Friday 7:45 A.M.—4:00 P.M.

The Instructional Media Center provides media production services. An Instructional Media Specialist and an Instructional Artist are available to assist both faculty and staff in the preparation of classroom presentation materials.

IV. AUTOTUTORIAL LEARNING (ATL) LAB

Location: Second Floor, Phone: 686-9479
Allied Health Wing

Fall/Winter Hours:

Monday—Friday 8:00 A.M.—4:30 P.M.

Spring/Summer Hours: Closed

The primary function of the ATL Lab is to provide audiovisual materials, computer simulations, and simulated labs for students to use.



PHI THETA KAPPA—XI DELTA CHAPTER

Phi Theta Kappa is an honorary scholastic organization for American community, junior, and technical colleges. Students are invited to membership in Phi Theta Kappa on the basis of scholarly achievement, leadership, citizenship, character, and faculty recommendations. In particular, consideration for membership is given to full-time students on associate degree programs or degree transfer programs. A minimum cumulative grade point average of 3.5 for freshmen students and 3.4 for sophomore students is required. Initiations are held twice a year.

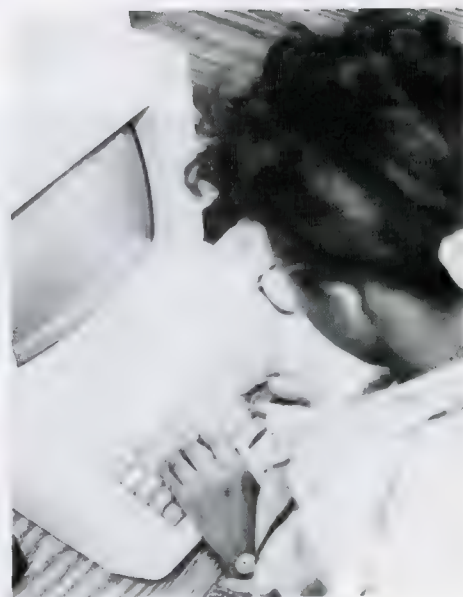
MINISTRY (DELTA CAMPUS) SERVICES

Location: Main Building
H-144 Student Services Area

Phone: 686-9265

Office Hours: Monday—Friday 8:00 A.M.—5 P.M.

The Campus Minister provides counseling services, crisis intervention, referrals, educational programs and studies, and acts as a liaison between Delta College and the church community.



REGISTRAR'S OFFICE

Location: Main Building
A Wing

Phones: Records: 686-9305
Registration: 686-9395

Office Hours: Monday—Thursday 7:30 A.M.—7:00 P.M.
Friday 7:30 A.M.—4:30 P.M.

The Registrar's Office is accountable for the registration of all students in Academic and Community Affairs credit courses offered by Delta College and the establishment, maintenance and utilization of permanent records for all students.

SERVICES PROVIDED

- Evaluating transfer credits
- Certifying credit hours for graduation requirements
- Processing transcript requests
- Certifying students for V.A. and other programs
- Developing and coordinating registration procedures
- Processing on-campus phone and mail registration
- Providing Add/Drop and late registration services
- Providing Schedule of Academic Classes booklets

System of Interactive Guidance and Information®

Delta College offers this computer program as a free service to its students. The main purpose of SIGI is to teach a logical method for making career choices, and it does this by showing the user how

- to select, define and rank what's important in a career
- to find job title possibilities which contain the key elements desired in an occupation
- to explore and gather information in an organized way
- to assess chances for success in beginning courses
- to plan a program of study and seek financial aid
- to evaluate risks and rewards of entering potential career fields.

A student receives a brief orientation to the system and then spends a total of 3 to 4 hours to complete the process. No computer knowledge is required to use this unique, individualized introduction to career choice.

Delta College was chosen as one of the 6 national test sites for SIGI—developed by the Educational Testing Service in Princeton, NJ. Approximately 1200 people per year have taken advantage of this modern technological tool to help understand and make career decisions since SIGI began at Delta in 1976.

SIGI® is a registered trademark of the Educational Testing Service.



STUDENT DEVELOPMENT SERVICES

THE STUDENT DEVELOPMENT CENTER

Location: Main Campus Room B-116 686-9096

THE STUDENT DEVELOPMENT CENTER

Ricker Annex 752-7500

Hours: Monday—Thursday 8:00 A.M.—7:30 P.M.

Friday 8:00 A.M.—4:30 P.M.

Summer Hours 8:00 A.M.—4:00 P.M.

The Student Development Center is a part of Student Support Services and is designed to assist students in surviving and succeeding in college. The program is primarily intended to assist students enrolled in vocational education courses or programs of study. Special Needs counseling and personalized assessment play an important role in the philosophy and practice of Student Development Services. Students are counseled to better understand their potential for achievement. Each student is viewed as an individual with immense potential and capability for development and growth. Students are helped to recognize their strengths, weaknesses, capacity for intellectual work, motivation, and vocational and educational choices. Students are nurtured and encouraged to develop through counseling, personalized assessment and academic support. Academic support in skill building activities and tutorial assistance is available through the program. Awareness of all factors in the learning process is stressed to assure that each student will be able to grow personally and academically from their college experience.

STUDENT SUPPORT SERVICES

Location: Main Building 686-9117
between H and J Wings

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

Because of the changing and complex nature of the educational experience, there has developed a demand to design programs and services that specifically address themselves to students with specialized needs. The Office of Student Support Services is dedicated to assisting those students with special needs in developing their life-long aspirations through educational services.

Services Offered:

1. Saginaw Urban Centers

Locations: First Ward Community Center	754-4443
Ricker Community Center	752-7500
Neighborhood House	752-5805
Rueben Daniels Lifelong Center	776-7600

Office Hours: Office hours vary at each center, please phone ahead to determine if the center is open.

Delta College offers day and evening classes at four Saginaw Urban Centers: First Ward Community Center, Rueben Daniels Lifelong Learning Center, Neighborhood House and the Ricker Center.

2. Student Development Center

Location: Main Building B-116 Phone: 686-9096

Office Hours: Monday—Thursday 8:00 A.M.—7:30 P.M.

Friday 8:00 A.M.—4:30 P.M.

Provides specialized services in the form of tutorial assistance, career advisement and counseling, academic advisement and assistance in seeking financial aid to students enrolled in vocational programs. Also provides services for handicapped students and students with limited English speaking abilities. The centers are located in the main building at Delta College and at the Ricker Center.

3. Tutorial Programs

- Communications Skill Lab (Student Development Center, First Ward, the Ricker Center)
- Math Lab (Student Development Center, First Ward, the Ricker Center)
- Individual Tutoring (Student Development Center, First Ward, the Ricker Center)
- Career Information (Student Development Center, First Ward, the Ricker Center)

4. Cultural Development

- Black History Month Program
- College and University Visitation Projects
- Chicano/Latino Series

5. Program Development

This Office initiates proposals for special projects designed to improve the educational horizons of ethnic groups at Delta College.

6. The Office of Chicano/Latino Services

Location: Main Building H-Bay Phone: 686-9125

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Office of Chicano/Latino Services provides a comprehensive program for Hispanic and Asian students which includes the following:

- Recruitment
- Admissions & Assessment
- Financial Aid Information
- Counseling: Academic, Career, & Personal
- Cultural Development
- Tutoring Services
- Liaison between the Hispanic community and Delta College

TEACHING/LEARNING CENTER

Location: Main Building, Lower level
East Concourse

Phone: 686-9314

Center Hours: Fall & Winter

Monday—Thursday 8:00 A.M.—7:00 P.M.

Friday 8:00 A.M.—4:30 P.M.

Spring & Summer varies

The Teaching/Learning Center is designed to assist the students and faculty of Delta College in making the educational process as rewarding and effective as possible. All services are offered free to Delta students.

Communication and Math skills: Assistance is offered by a professional staff with experience in helping a variety of students in a number of areas. This assistance can include development of reading/study skills, help in improving writing, vocabulary or spelling, and help with math or other specific assignments. These services are available for students who wish to learn to use their time more effectively whether they are actually having difficulty with courses or not.

Workshops: We offer a number of workshops during the year.

- General Study Skills
- Test Taking
- Taking Lecture Notes
- Writing Term Papers
- Test Anxiety Reduction
- Time Management
- Math Anxiety Reduction
- Memory Techniques

These workshops are generally offered on Thursdays and are advertised through the "Bulletin."

Tutoring: Every effort is made to find a qualified tutor for a student needing individual help in a particular course. Student tutors must meet stringent criteria to make sure that the student needing assistance will benefit from the experience. We have tutors available in most subjects. Except in cases when certain equipment is required, tutoring will be done in the Teaching/Learning Center.

Summary sheets: Hints, helps and information about the following topics are available .

- Study skills
- Reading as a tool
- Note taking
- Aid to your memory
- Using your textbook
- Concentration
- Spelling hints
- Test taking
- Listening
- Time budgeting

Other Services for students:

- Audio-visual devices
- Computers (IBM & Apple)
- Make-up testing service
- Diagnostic testing

The professional staff also provides a variety of Instructional Development Services for the Delta College faculty and staff.

VETERANS' AFFAIRS OFFICE

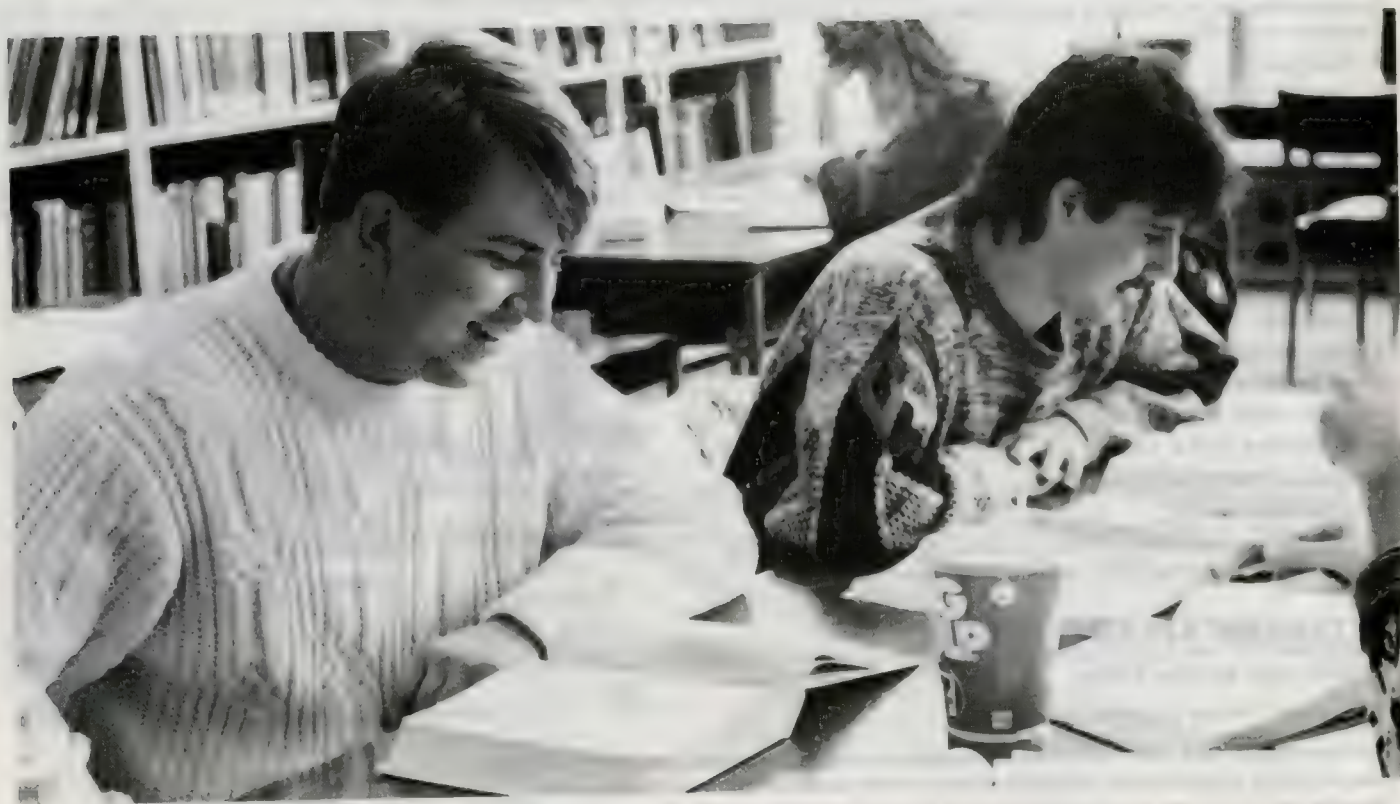
Location: Main Building A Wing

Phone: 686-9465

Office Hours: Phone for information

The Veterans' Affairs Office provides information on veterans' educational benefits to all veterans in the community as well as to those enrolled at Delta. Information regarding G.I. Benefits and V.A. forms and applications and referral to helping services are provided.





RESOURCES AND SERVICES FOR THE COMMUNITY

INTRODUCTION

The following services and activities reflect the continuing effort of Delta College to become a relevant part of the lives of men, women and children of our service area.

These college services include educational, cultural, recreational, supportive and research activities. Although these programs and services are frequently considered to be beyond the academic classroom, the active involvement of students, faculty and staff in providing them, is an indication of the college commitment to social relevancy and in becoming an intricate part of our total community.

RESOURCES AND SERVICE AREAS ARE LISTED IN ALPHABETICAL ORDER. OFFICE HOURS STATED ARE BASICALLY FOR THE FALL AND WINTER SEMESTERS AND WILL VARY BETWEEN MAY AND AUGUST.

AGING AND RETIREMENT PROGRAMS

Location: West Concourse
A-59 & 60

Phone: 686-9399

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Office of Aging and Retirement is dedicated to developing and providing educational programs and services for the older population. Residents of the Tri-County who are 60 years of age or older may enroll tuition free in Delta College courses of their choice (maximum 6 credit hours per semester). The major services offered are:

- Pre-retirement and post-retirement courses are scheduled to meet the needs for our senior citizens.
- To provide manpower training in Aging. Staff development workshops on the biological, psychological, and social aspects of human aging are provided for professional and community groups who serve the aged.
- To function as a gerontology resource center for the purpose of assisting individuals and groups in the development of programs and services for the aged. Consultation is provided on training materials, publications, and related resources in the field of aging.

COMMUNITY DEVELOPMENT

Delta College faculty and staff, as well as supportive physical resources, make community research and study available to qualified organizations. Faculty and staff combine as individual and inter-disciplinary consulting teams to provide a further source of community development. Studies as diverse as the needs of senior citizens to computerizing high school administrative functions are typical community development services.

The data census bank at Delta College, for example, has stored on computer the latest census information. This information will be made available to the citizen, agencies, and business/industrial sector of the tri-counties at cost.

At present, several offices are involved in community development. However, primary responsibility rests with the Offices of Research and Development, Community Affairs, and Academic Affairs. Also involved are Labor Management Center & Business/Industry Outreach.

For further information please call:

Research and Development	686-9205
Community Affairs	686-9412
Academic Affairs	686-9296



CONFERENCE DEVELOPMENT OFFICE

Location: Main Building
Room E-130

Phone: 686-9460

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Office of Conference Development provides extensive planning and coordinating assistance to groups planning meetings, conferences, lecturers, workshops, symposia, and special events. Conference activities range from intensive one day seminars to week-long institutes and conventions. The majority of these conferences are held on the Delta College campus, others are held throughout our conference satellite system, involving off-campus locations in the Saginaw, Bay City, and Midland county area. We can even organize a teleconference and phone contact system utilizing other sites across the country.

Over 300 groups and 35,000 people come to Delta College annually for conference activities and programs. The trademark of the Conference Office is diversity. Music recitals, public hearings, church sponsored group events, state and regional educational discipline conferences, athletic events such as regional cheerleading competitions and tennis tournaments, social issues forums and special interest lectures compose a partial list of programs planned, arranged or scheduled by the Conference Office.

SERVICES OFFERED:

1. Plan content and format of program and arrange for speakers and consultants.
2. Estimate conference costs and aid in establishing registration fees.
3. Arrange housing, meals, and meeting rooms.
4. Print programs, announcements, registration materials, meal tickets, badges, and other items.
5. Mail programs and other materials.
6. Handle details of registration—acknowledge pre-registrations, prepare name badges and other materials, staff registration desk during the conference, and collect tickets at meals.
7. Provide audio-visual aids and recording equipment with an operator.
8. Assist with publicity and public relations.
9. Arrange tours, recreation and entertainment.
10. Prepare and distribute rosters of conference participants.
11. Assist with publication of conference proceedings or results.
12. Provide for use of both open and closed circuit television services from Delta College Broadcasting WUCM/WUCX (Channel 19/35).
13. Evaluate conference program.
14. Provide general and gourmet food service including breakfast, luncheons, dinners and diet meals.

CRIMINAL JUSTICE TRAINING CENTER

Delta College has been designated as one of the Regional Criminal Justice Training Centers in the state by the Michigan Law Enforcement Training Council and is supported by state funding to offer a wide variety of training courses for rural and urban police officers.

The Basic Police Training School offered at Delta for newly hired officers is required by law. Center in-service training/professional development for currently employed police officers and security personnel includes: courses covering topics such as civil liberties, criminal law, disaster control and white collar crime; specialized one day seminars or conferences ranging from arson investigation to traffic control; Reserve Police Officers Training; full week state and national conferences such as Advance Criminal Investigation and The National Polygraph Workshop. National investigative teams from recent transportation disasters as well as top crime experts are among the individuals who provide instruction and technology.

For further information, call 686-9110—9108.

CULTURAL ACTIVITIES

Cultural interests of the Delta College Community are given a wide range of expression. Perhaps most typical of the numerous cultural events are those found in the Summer Festival of Arts, which offers a professional School of Dance including the areas of ballet, modern, jazz, tap and folk; a Conservatory of Music including band and piano; and a visual arts program. Also part of the summer program are performances in the Court and in the cities of Bay, Midland and Saginaw.

The Delta College Fine Arts Series has brought to the campus a variety of lecture and concert performances. Available to the general public, these events are offered to students at a nominal cost. Displays of art by Delta students and by students of public and parochial schools, are supplemented by "Traveling Shows" designed to enrich the aesthetic experience of Delta students and the community at large.

For additional information, call Delta's College Relations Office; 686-9223.

DENTAL HYGIENE CLINIC

Location: Allied Health Building
F-140; Ground floor

Phone: 686-9469

Clinic Hours: Monday—Thursday 1:00 P.M.—5:00 P.M.
Friday 8:30 A.M.—12 Noon

(closed between semesters and mid-June through August)

The Dental Hygiene Clinic at Delta College offers oral hygiene services to students, faculty, and community residents. The services that are routinely performed on patients are oral examinations, oral cancer examinations, prophylaxis (cleaning of teeth), radiographs, topical fluoride treatments, and oral hygiene instructions. Additional services are available upon recommendation by the hygiene students and clinical instructors. All services provided are done by the Dental Hygiene students under the direct supervision of state licensed Dental Hygienists and Dentists. Minimum fees are charged for the services provided in the clinic. These fees reflect the cost of the disposable products used during an appointment. Services are provided on an appointment basis, scheduled for a minimum of two consecutive hours.

FLY TOBICO

One of Delta College's most popular services for the community is the out-door education and environmental programs offered by the Tobico Marsh/Jennison Nature Center project, operated through a lease arrangement with Michigan's Department of Natural Resources. Delta College, along with Saginaw Valley State University, currently provides three activities at the 1,700 acre wetland site on the shore of the Saginaw Bay, Bay County. Nature trail walks and workshops comprise the main service for the public augmented by research efforts undertaken by the two colleges as well as college classes taught on site.

The Nature Center has been converted into a marsh museum with live animal and fish displays as well as a special trail walk for the sight impaired. Approximately 20,000 persons annually, mostly school children, visit Jennison/Tobico where they participate in out-door learning experiences. The marsh is located on the famous Midwest Flyway for migratory wild fowl and the "Birds of Tobico" are a major attraction.



HEALTH, PHYSICAL EDUCATION AND RECREATION FACILITIES

Location: North end of Main Building Phone: 686-9025

Facility Hours: Monday—Friday 8:00 A.M.—12:00 Midnight

Saturday 10:00 A.M.—5:00 P.M.

Sunday 1:00 P.M.—6:00 P.M.

Delta's new HPER Facility offers something for everyone. It has a new swimming pool, eight racquetball courts, new gymnasium, dance room, and conditioning room. These facilities are available to the public during the Fall and Winter semesters on weekends at the following times:

Friday: 6:00 p.m.—10:00 p.m.

Saturday: 12:00 a.m.—5:00 p.m.

Sunday: 1:00 p.m.—8:00 p.m.

WEEKEND FACILITY USAGE

The facility will be open to the community during the listed hours. There will be a fee for this usage which entitles the participant to use any of the facilities listed below based on posted schedule.

WEEKEND FACILITY FEES

The following are the usage fees:

	Fee	Family Rate
Gymnasium	\$2.00	\$5.00
Racquetball Court	\$6.00 per hour/ per court	\$5.00
(includes use of pool)		
Swimming Pool	\$1.00	\$4.00
Weight Room	\$1.00	\$4.00

Retirees with identification may take advantage of our reduced rates.

Gymnasium	\$1.00
Racquetball Court Rental	\$4.00
Swimming Pool	\$.50
Weight Room	\$.50

FACILITIES AVAILABLE

- Racquetball/Handball Courts
- Swimming Pool
- Gymnasiums (Upper and Lower)
- Weight Room

When not in use for instructional purposes, team practice or sporting events, outdoor facilities are available to the public at no charge. Outdoor facilities include tennis courts, archery targets and archery range, track, soccer field, golf driving range and putting green.

HUMAN DEVELOPMENT CENTER

Location: West Concourse

Phone: 686-9416

Room A-72

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Human Development Center is committed to programs and services that assist people as they move through adult life stages of establishing careers; initiating, maintaining and changing interpersonal relationships; and re-examining life and work goals. Each transition has decisions, conflicts, stress and opportunities for change and growth.

SERVICES OFFERED

- A full range of experiential programs in self-awareness and self-management, interpersonal support, personal development, parenting, and skill building for increasing satisfaction and effectiveness in relationships. The Community Affairs class schedule publishes a list of current Center programs each semester. In addition, the Center distributes its own announcements of programs and services throughout the year.
- The Center has trained professional staff of human relations specialists available to consult with individuals, groups, and organizations and willing to design contracted programs which will meet their identified needs.
- The Center has a professional development program for training people in the group process and group facilitation.

PLANETARIUM

Location: Main Building
(East Main Entrance)
Room B-203

Phone: 686-9229

SPEAKERS

For more information, call the College Relations Office, 686-9229.

TOURS

College-wide tours are available to all interested persons and are conducted by either a representative of the College Relations or Admissions Office. Special tours of Broadcasting, WUCM/WUCX TV (Channel 19/35) and the Data Processing Center, are conducted by experienced staff members. Tours range from 30 to 90 minutes and may be combined with a planetarium showing.

For more information, call the Admissions Office 686-9093.



DELTA BROADCASTING (WUCM/WUCX TV 19/35 & WUCX-FM 90.1)

Television and Radio facilities at Delta College provide an educational opportunity for the tri-county area comparable to that available in some of the largest metropolitan centers of the United States.

As a logical extension of the community service responsibility of a community college, Delta College owns and operates WUCM-TV Channel 19 and WUCX-TV Channel 35 in the Thumb, public television stations. Delta College also operates a public radio station, WUCX-FM 90.1, jointly with Central Michigan University. The stations are affiliated with national and regional satellite-interconnected educational networks.

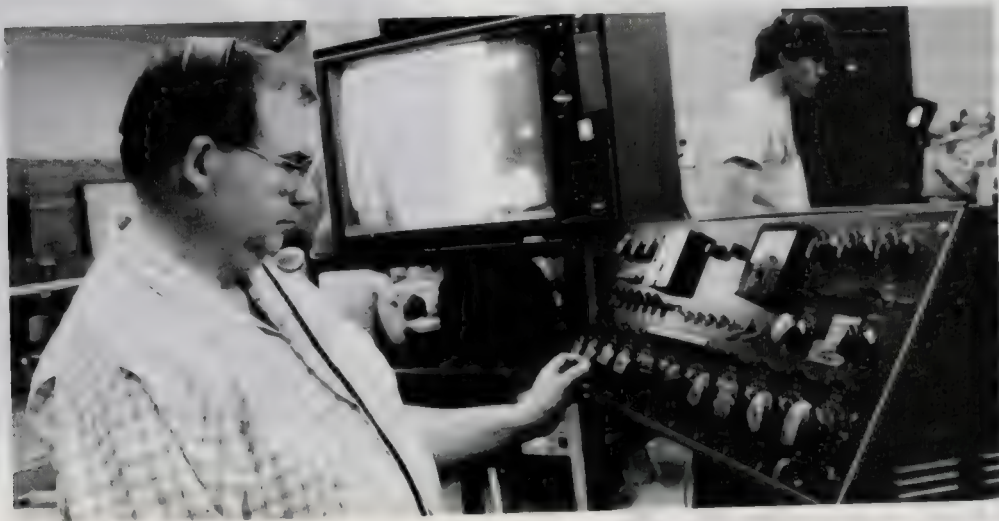
Delta Broadcasting provides educational, cultural, and public affairs programs to the residents of the district which Delta College serves. To fulfill this responsibility, Delta Broadcasting transmits daily instructional programs; college courses, children's programs, and cultural programs to the general home and audience. Local productions focus on public affairs and community involvement.

In addition to its broadcasting stations and production activities, Delta Broadcasting also operates an Instructional Television Fixed Service (ITFS) system. In conjunction with local cable television companies, educational and instructional programming is transmitted from Delta's campus into the homes of cable subscribers, into the local K-12 schools and into various business and industrial sites throughout the tri-city area.

Delta Broadcasting is also responsible for the academic curriculum described elsewhere in this catalog.

For additional information and tours, call 686-9351.

DELTA BROADCASTING



M-JOB RETRAIN PROGRAM

Location: Main Building
Phone: 686-9155
Room: A-65

Michigan Job Opportunity Bank Retrain Program is a grant program through Delta College for training scholarships from the Michigan Governor's Office of Job Training, to retrain permanently laid-off workers for new jobs and fields of work, working with employers.



TELECOURSES PROGRAM

The Office of Telecourses is responsible for the development, promotion, management and evaluation of telecourse and telelearning activities at the College.

Location: Main Building
West Concourse
A-61
Phone: 686-9398

Telecourses are an exciting way to earn academic credit at Delta College by viewing one or more telecourses over Delta's WUCM-TV-19 and WUCX-TV-35.

Also, for the convenience of students, the Telecourse Office also offers class in a non-broadcast mode, which allows students to check-out videotapes of instruction.

Telecourses are a perfect way to learn if you work a varied schedule, are temporarily disabled, would like to try college without the problems of costly travel and time, for upgrading office skills or even "for the fun of learning."

When you enroll in a telecourse, you receive detailed course information, a broadcast lesson schedule and an examination schedule. You meet with a faculty facilitator in an orientation session. A phone number is available for asking questions or obtaining assistance throughout the course.

Nearly 1,000 people annually are enrolling in telecourses because of the convenience of being able to view the classes via T.V. in their own home.





SECTION II

COLLEGE POLICIES PROCEDURES AND REGULATIONS

Admission and Pre-Enrollment Information

Residence Qualifications

Financial Aid

Veterans Information

Registration and Enrollment Information

College Costs

Academic Achievement

Student Records

Grading System

Graduation Requirements

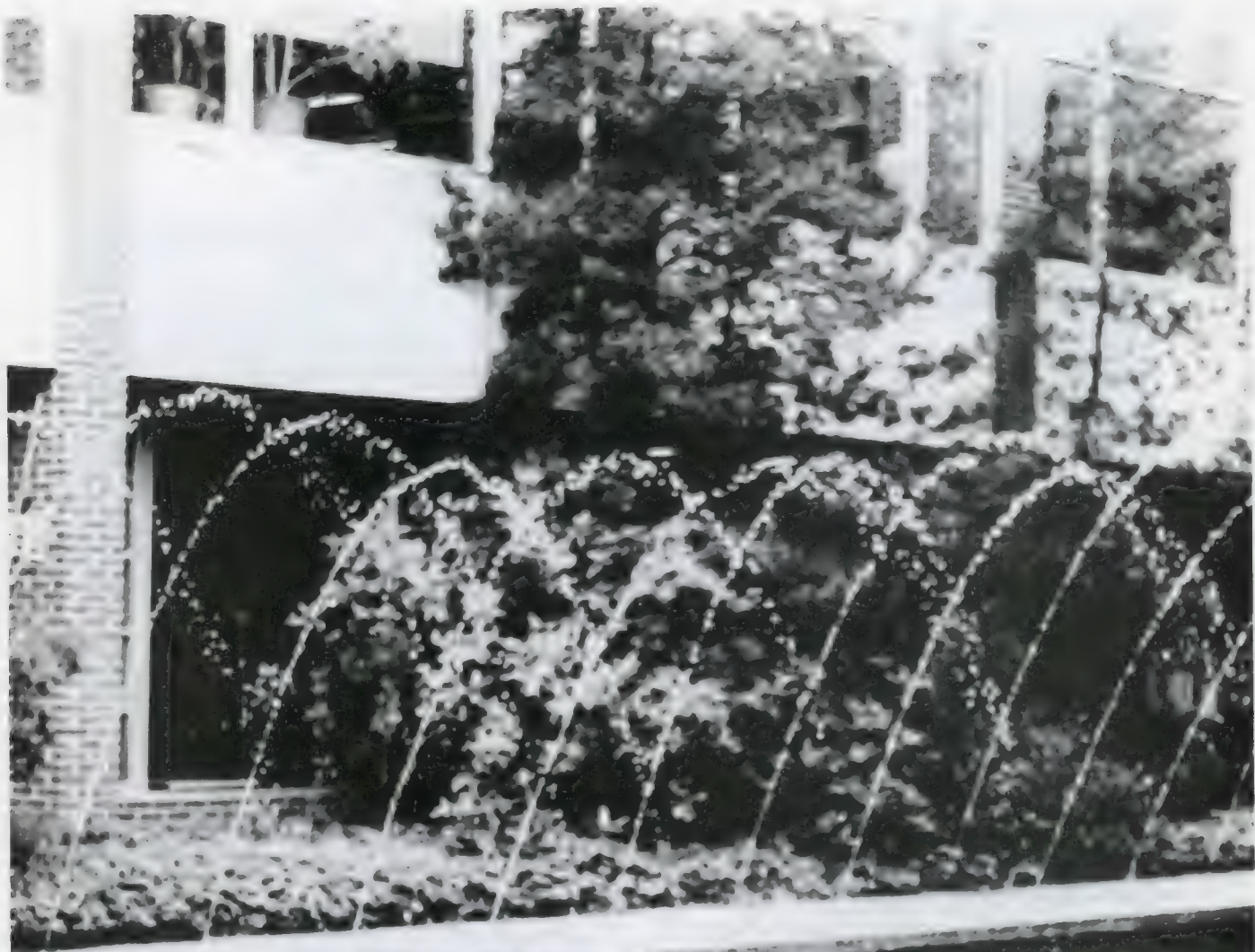
Students' Rights, Responsibilities and Conduct

Motor Vehicle Regulations

Student Complaint and Hearing Process

Policy for Posting of Advertisements

Certificate and Associate Degree Requirements



ADMISSION AND PRE-ENROLLMENT INFORMATION

Affirmative Action Policy On Equal Opportunity: Delta College is committed to provide equal opportunity through its employment practices, educational programs, and through the many services it provides. The College will make personnel decisions, offer programs that will foster educational opportunities, and maintain a program of services without regard to race, color, religion, sex, marital status, age, national origin, or physical handicaps.

ADMISSION CRITERIA

Delta College has an "Open Door" admissions policy which allows admission of persons of varying ages, background, interests, abilities, and potential. No minimum high school grade point average or test scores are required for general admission. However, general admission to the College does not guarantee admission to all academic programs within the College. Academic programs of study that require specific prerequisites and/or eligibility requirements are outlined in Section III of this catalog.

Individuals who have the ability to benefit from our diverse curriculum offerings and who are included in any one of the following categories are eligible to apply for admission:

1. High school graduates.
2. Persons who have passed a high school equivalency exam (G.E.D.). Non-high school graduates are encouraged to take the G.E.D. Test; however, it is not required for general admission to Delta College.
3. Adults 18 years of age or older who have been out of high school for at least six months after the time when their high school class would have graduated.
4. Currently enrolled high school students who have permission from their parents and high school counselor or principal.
5. Approved and authorized adults from other countries entering the U.S. for educational purposes under the student visa program.

ADMISSION DATES

Admission applications should be submitted at least 30 days prior to semester registration and preferably as early as six to eight months. If you plan to request financial aid to attend college, it is essential to apply for admission and for financial aid 8 to 10 weeks prior to registration. However, admission applications are accepted up to the first day of semester classes.

Students may apply for admission for any of the following traditional starting dates:

FALL	(late August, early September)
WINTER	(early January)
SPRING SESSION	(early May)
SUMMER SESSION	(early July)

HOW TO APPLY TO DELTA COLLEGE

No application fee is required. Completed Admission Applications may be returned to the Admissions Office via the mail or in person.

1. **High School Students:** Complete an Admission Application and give it to your high school counselor or principal. Your high school will send the Application and your transcript to the Admissions Office.
2. **Adults out of High School:** Complete an Admissions Application and return it to the Admissions Office. You must request all previously attended high schools, education centers and/or colleges to send a copy of your transcript(s) to the Admissions Office.
3. **Transfer Students:** Complete an Admission Application and return it to the Admissions Office. Request your college to send us your

transcripts immediately to allow time for a credit evaluation prior to registration. A maximum of 38 semester hours of credit may be applicable toward a Delta Associate Degree and for telephone registration.

4. **Guest Students:** Students who are attending another college and who wish to take Delta classes on a guest status, should complete Part I of the Michigan Uniform Undergraduate Guest Application (available at your current institution or from Delta). Ask the Registrar at your current school to complete Part II, and mail the form to Delta's Admissions Office. You need to check with your current institution to determine if your Delta courses will satisfy requirements.

5. **Dual Enrolled Students:** Students who plan to enroll in classes at Delta and in high school in the same semester must submit a special Dual Enrollment Application (available at your high school) signed by parents and high school counselor.

6. **Readmitted Students:** Former Delta students who have not been enrolled since Winter 1984 and who now wish to resume classes must be readmitted. Readmission may be accomplished by telephoning the Admissions Office or completing an Application for Admission.

7. **International Students:** Students who are not U.S. citizens or permanent residents must complete the International Student Application, available from the Admissions Office.

WHAT HAPPENS AFTER APPLYING TO DELTA COLLEGE?

1. Response to your mailed application may be expected within two weeks. Applications submitted in person will be processed immediately. Upon acceptance, the Admissions Office will issue you a student number, an I.D. card, and further information.

2. **After being accepted, most new students are required to participate in the Steps to Success Program.**

WHAT IS STEPS TO SUCCESS?

As a new Delta student, your goal and ours is your success! We know through experience that if we can help you get off to a good start, you will be more likely to be successful in reaching your goals. The **Steps to Success Program** is designed to help you get that good start.

What are the Steps to Success?

Step 1. **ASSESSMENT:** A process designed to identify your current skill levels in reading, writing, and math. Assessment is not a test which you "pass or fail." Your assessment scores, as well as other skill indicators, will help you and your Delta counselor select the right beginning courses for you. The instrument Delta is using to measure your skills is called ASSET.

Step 2. **ORIENTATION AND ADVISING:** Provides you the opportunity to learn about Delta College programs, classes and services. You will meet with a counselor to discuss your assessment results, your educational plans, and to receive advice in selecting the most appropriate classes. In addition to receiving several publications (catalog, course schedule, etc.), you will receive a special registration permit.

Step 3. **REGISTRATION:** The earlier you complete Steps 1 and 2, the sooner you will be assigned a registration date. This means a better selection of classes should be available. At Registration, you will officially enroll in courses, have your I.D. card validated, pay your tuition and receive a copy of your class schedule.

STUDENT I.D. CARDS

Each student is required to have an identification card which includes name, student number, student signature, and validating label. Each new student is eligible for an I.D. Card free of charge. This card should be validated each semester and used throughout the student's entire enrollment at Delta. An official sticker for the semester is affixed at the Registration Office. There will be a \$1.00 charge for a lost or mutilated I.D. card. Lending this card to anyone, or failure to present it when requested by College officials, is a violation of College regulations and subjects the holder to disciplinary action. Each student is personally liable for all obligations incurred by use of this card.

INTERNATIONAL STUDENTS

Delta College is authorized under Federal law to admit and enroll non-immigrant alien students. To be admitted to the United States as an F-1 student, and to secure a visa for entry, prospective students must present to the U.S. Consul abroad, a valid passport, proof of sufficient finances and an I-20 form.

An I-20 form, Certificate of Eligibility, is issued to prospective Delta students after the College has determined that the applicant has met the following conditions:

1. **Academic Requirements:** Applicants must be 18 years of age or older, and have successfully completed a course of study equivalent to that of a high school level. The equivalent of a "B" grade point average is required in Mathematics and Science courses and other academic courses. EX: 14 out of 20, 70% out of 100%. Applicants are required to submit certified copies of their high school leaving certificate, National and International exams (ex. G.E.C.) Applicants are required to submit certified copies of their courses and marks earned during the last three years of high school.

2. **Language Proficiency:** An applicant, who is from a country where English is not the official native language, must be proficient in English to pursue his/her course of studies, or arrangements must be made by the student to enroll in an English Language Center.

English proficiency means that the student speaks, writes, and reads English fluently. Such fluency is necessary to insure student's enrollment, proper placement and success in achieving his/her educational goals.

An applicant must furnish Delta College with a minimum score of 500 on the TOEFL (Test of English as a Foreign Language Proficiency), or official transcripts of a successful completion of an advanced course of English from a licensed English Language Center. (Level 107, 108, or 109 from E.L.S.) An additional test and interview are required to establish the fact of English proficiency before enrollment. Further information about TOEFL can be obtained by writing to:

TOEFL
P.O. Box 899
Princeton, NJ 98541

Transfer Students from U.S. colleges may submit a proof of successful completion of a transferable language course with a minimum of "B" average or better.

3. **Financial Verification:** The applicant is required to submit an up-to-date financial support statement from a sponsor, and a bank, which testifies to the sponsor's willingness and capability of supporting the student while he/she is at Delta. Transfer students, who are not sponsored by their government or organization, must submit a statement from a U.S. Bank which testifies to the existence of enough funds in student's account to attend Delta College. All college tuition and on-campus housing charges are due and payable in full at the time of registration. **Loans, scholarships and deferred payments are NOT AVAILABLE AT DELTA COLLEGE for International Students.**

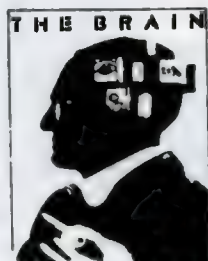
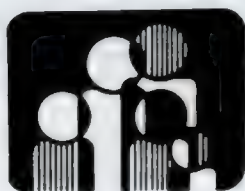
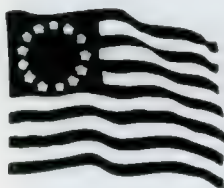
4. **Health Statement:** All prospective students are required to submit a health certificate, which testifies to the physical and mental condition of the applicant. The standard Delta Form must be completed, signed, and mailed to Delta College, Office of Admissions, by the family physician.

Deadlines: Applicants are advised that all documents, such as applications, recommendations, official transcripts, financial statement of support, Certificate of English Proficiency, and medical report, must be in the Admissions Office at least FOUR MONTHS preceding the semester you desire to be admitted to.

Semester	Application Deadline	Semester Begins
Fall	May	Last Week of August
Winter	September	First Week of January
Spring	January	Beginning of May

IMPORTANT NOTICE: Applications for admission to Delta College will be mailed to the student upon the student's written request and should be returned directly to the Admissions Office. High school records submitted by friends or relatives on behalf of prospective students are not accepted. The records must be mailed directly to Delta College by your high school or the Ministry of Education in your country.

IMPORTANT: All documents must be original or certified copies and accompanied by official English translations. Transcripts must be signed by the principal or registrar of each school and impressed with a seal or stamp of the school attended. Students must not leave their country, Language Center, or College before they receive official acceptance from Delta College. Students in the U.S. must receive, besides the I-20 from Delta College, the approval of transfer from their present College or Language Center, their Education Mission, if on Scholarship, and the Immigration and Naturalization Service.



RESIDENCE QUALIFICATIONS

A student's residency classification is established when admitted to Delta College, and can only be changed as detailed under item IV.

I. Residency classification: Upon admission to the College, a person will pay course tuition according to one of the following classifications of legal residence:

1. In-District status: Legal resident* of Bay, Midland or Saginaw Counties
2. Out-of-District status: Legal resident* of Michigan but not of the above three counties.
3. Out-of-State status: International students and all other persons not classified within 1 or 2 above.

*A Legal resident is one whose **permanent, primary** residence or domicile is where he or she intends to return whenever absent from college. A dormitory or apartment rented only for the period of time during college enrollment is not a permanent primary residence.

II. Classification Guidelines: Persons meeting one or more of the following conditions at admissions time will be classified with In-District status.

1. The person lives with parent or legal guardian, provided that the parent or legal guardian has resided within Bay, Midland or Saginaw Counties for at least one year immediately prior to the first day of the semester in which the person plans to enroll.
2. The person is recognized as self-supporting (receives no financial support from parent or legal guardian) and is not claimed as a dependent for federal income tax purposes by parent or legal guardian and has resided within the Delta College District for at least one year immediately prior to the first day of the semester in which person plans to enroll.
3. The person is an employee of a business or industrial firm within the Delta College District, and the employer, by written agreement, agrees to pay directly to the College all tuition and/or fees of the sponsored student for employer-approved classes.
4. The person is enrolled under the provision of Act 245. Public Acts of 1935, as amended by Act 371, Public Act of 1965 (Student receiving benefits under the Michigan Veteran's Trust Fund).

III. Proof of In-District Residence: All students are subject to a check of their resident status at registration. The following examples are types of documents which are considered in determining proof of in-district residency (Delta College District).

1. A current valid driver's license indicating a permanent address within the Delta College District.
2. A tax receipt from Bay, Midland, or Saginaw counties.
3. A current voter registration card indicating in-district address.
4. Other legal documents such as court guardian papers, etc.

Students furnishing false information will be subject to disciplinary actions.

IV. Change of Residency Status: While attending Delta College, students may petition the Dean of Enrollment Services to change their residency classification. Petition forms are available in the Admissions Office and must be submitted, with proof of in-district residence (see III), at least one month prior to the next registration period. Students must meet at least one of the following:

1. The enrolled student has established residence (see item II) within the Delta College District for at least one continuous year immediately prior to the date of petitioning for a change in residency status.
2. The enrolled student is recognized as self-supporting (receives no financial support from parent or legal guardian and is not claimed as a dependent for federal income tax purposes by parent or guardian), and has established residence within the Delta College District for at least one continuous year immediately prior to the date of petitioning for a change in residency status.

V. Guest Students, Athletic Scholarship Recipients, and International Students: Students attending Delta College as a guest student, on an athletic scholarship, or international students in the United States on a student visa, should not expect to have their residency status changed while attending Delta College.

VI. Tuition Adjustment: Any adjustments made in tuition due to a change in residency status shall not be retroactive.



FINANCIAL AID

The Delta College Office of Financial Aid maintains a comprehensive program of financial assistance to help qualified students with the cost of attending college. Funds are made available by the College, the State, the federal government, and organizations and individuals to assist students who demonstrate financial need or outstanding scholarship.

PROCEDURES: All forms and applications required to begin the financial aid application process are available from area High Schools and the Delta College Admissions and Financial Aid offices. Forms for the Fall Semester are usually available the preceding January, and should be filed as soon as possible. Applications filed less than two (2) months prior to registration will usually not be processed in time for registration, and may be received too late to be awarded some types of assistance. The steps required to begin the process are:

1. Apply for a Pell Grant Student Aid Report (S.A.R.). It is recommended that the *Application for Federal Student Aid* be used, but a S.A.R. may also be obtained by filing a *Financial Aid Form (FAF)* or *Family Financial Statement (FFS)*.
2. Submit the S.A.R. to the Office of Financial Aid as soon as it is received. The information on the S.A.R. will be used to determine eligibility for the Pell Grant, and, regardless of Pell eligibility, most other types of aid.

Additionally, applicants for federal and state financial aid programs must enroll and attend at least half-time, must maintain satisfactory academic progress in a program of study leading to a certificate or degree, and must be U.S. citizens or Permanent Residents of the United States.

NOTE: Students who meet all other eligibility requirements are eligible to receive financial aid at Delta College for the equivalent of 10 full time semesters. Thereafter, they are no longer eligible to receive financial aid.

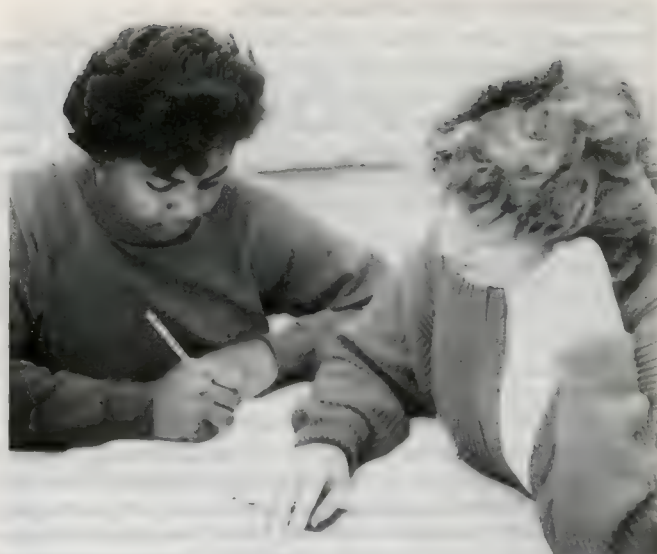
When the steps described above have been completed, the College will consider the applicant for programs administered by the College. The financial assistance offered to the student may include one or more of the following programs.

FEDERAL PROGRAMS

1. **PELL GRANT.** This federally funded program assists students with the greatest financial need. The amount of Grant is determined by criteria established by the U.S. Department of Education. A valid Student Aid Report must be submitted prior to or during the period of enrollment.
2. **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT.** A limited amount of assistance through this Grant program is available to students with proven financial need. All students who apply for financial aid to attend Delta will be considered for S.E.O.G. as long as funds remain available.
3. **FEDERAL COLLEGE WORK STUDY PROGRAM.** This federal program provides funds to needy students through part-time employment opportunities on campus and at participating public service agencies off campus. During enrollment periods, students who are assisted through this program will work from five to fifteen hours per week, usually at the current minimum wage. Applicants can indicate their interest in this program on the Delta College Admissions and Financial Aid Application.

STATE PROGRAMS

1. **MICHIGAN WORK STUDY PROGRAM.** This program provides funds to needy students through part-time employment opportunities.
2. **MICHIGAN EDUCATIONAL OPPORTUNITY GRANT.** A limited amount of assistance is available to needy students through this fund. All students who apply for financial aid to attend Delta College will be considered for M.E.O.G. as long as funds remain available.
3. **MICHIGAN ADULT PART-TIME GRANT.** Funds from this program are given to selected needy self-supporting students who are enrolled for 3 to 11 credit hours.
4. **MICHIGAN COMPETITIVE SCHOLARSHIPS:** These awards offer tuition assistance on an annual, renewable basis. Candidates must demonstrate financial need and qualify as a result of their performance on the American College Test. High School students should contact their counselor for specific information and application forms well before October 1 of their senior year.
5. **GUARANTEED STUDENT LOAN (GSL):** This program operated by the Michigan Higher Education Assistance Authority, provides long-term, post-graduate repayment loans through participating lenders (banks, savings and loan associations and credit unions). Applications are available at participating lending institutions. Applicants should allow for a lengthy processing time. Your valid Student Aid Report for the Pell Grant must be on file in our office before we can begin processing your loan application.
6. **MICHIGAN PUBLIC ACT 245:** This act provides waivers to full-time students who are children of Michigan Veterans who died while in service during wartime or are totally disabled or have since died because of wartime service incurred causes. Children must attend state tax supported school.
7. **MICHIGAN REHABILITATION SERVICES:** This is a state agency, providing services and financial assistance for educational expenses to students with certain disabilities. Further information is available by contacting the local Michigan Rehabilitation Services Office.
8. **MICHIGAN PUBLIC ACT 174:** Students who can receive tribal certification of at least ¼ degree Indian ancestry from any North American Tribe or band and are residents of Michigan may have tuition paid through this program. Applications are available from the Office of Financial Aid.



LOCAL PROGRAMS

1. **DELTA SCHOLARSHIPS:** Board of Trustees Scholarships provide tuition and fees for four semesters of attendance. Scholarships are available to selected seniors nominated by each high school in the college district. Scholarships are also available to selected adults who have received their high school diploma through a local high school completion program.
2. **EMPLOYMENT:** The Placement Office will assist all students who are seeking on or off-campus temporary employment. Students must fill out the Student Employment Application Blank and register with the college "Job Mart" Service.
3. **OFF-CAMPUS, FULL OR PART-TIME EMPLOYMENT:** The Placement Services Office will assist all students who are seeking off-campus, full or part-time summer or temporary employment. Student must fill out the Student Employment Application Blank and register with the college "Job Mart" Service. To comply with Federal regulations, and because we wish to be as helpful as possible, we offer the following additional information to financial aid recipients:
4. **PRIVATE SCHOLARSHIPS ADMINISTERED BY THE COLLEGE:** Funds provided through the generosity of interested individuals, firms and organizations make possible the recognition of superior academic achievement. Recipients are selected from those financial aid applicants who have financial need, a strong academic record or those who meet particular requirements specified by the sponsor. Additional detailed information can be received through Delta's Office of Financial Aid.

RIGHTS OF FINANCIAL AID APPLICANTS

1. You have the right to know what financial aid programs are available.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
5. You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the institution has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know the Delta College refund policy.
9. You have the right to know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
10. You have the right to know how Delta College determines whether you are making satisfactory progress, and what happens if you are not.

RESPONSIBILITIES OF FINANCIAL AID APPLICANTS

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a College Work-Study job.

VETERANS INFORMATION

Veterans who desire and are eligible for educational benefits from the Department of Veterans Affairs should contact the Delta College Veteran's Affairs Office for information and assistance in completing and processing VA forms for college, VA educational loans, tutorial assistance, or any other benefits to which they may be entitled. New student veterans and enrolled veterans wishing advanced payments should contact the College Veteran's Affairs Office at least 6 weeks prior to registration.

The amount of VA benefits provided veterans will depend upon the number of dependents claimed and the number of semester hours of academic credit carried per semester. This varies according to entitlement.

Full-time 12 or more semester hours
Three-quarter time 9 to 11 semester hours
Half-time 6 to 8 semester hours

Veterans attending less than half-time (1-5 semester hours) will only receive VA benefits equal to the tuition and fee amount. Once the veteran's application is approved and processed, VA benefit payments are usually issued on a monthly basis if the veteran is maintaining satisfactory academic progress and following a chosen curriculum. Veterans should be prepared to pay their own tuition at the time of registration for academic classes each semester.

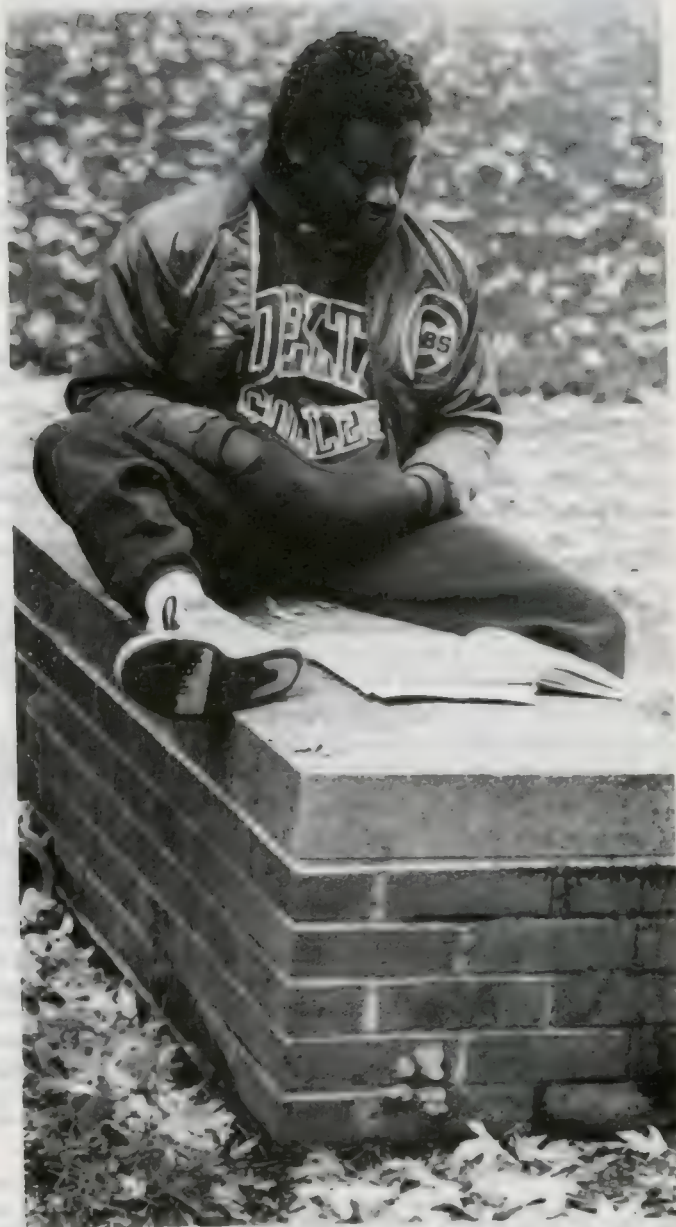
VETERANS RESPONSIBILITIES:

1. Veterans transferring from another college must have their official transcripts sent to the Delta College Admissions Office as soon as possible for evaluation. Veterans who fail to do this subject themselves to having their benefits terminated according to Section 1775 of title 38 U.S. Code.
2. A veteran can receive benefits only for courses that are necessary for graduation. Any deviations from the curriculum guidelines must have counselor recommendation. Veterans *should not repeat* a course in which they have previously earned a satisfactory grade or audit courses and expect VA benefit payments on such credit hours.
3. Veterans must be making satisfactory progress in their curriculum and fulfillment of graduation requirements. Excessive earning of low grades and withdrawals ("W"-grades) will require the College to consider the veteran for VA academic probation status if achieving less than a "C" 2.0 grade point average. The Department of Veteran's Affairs will be notified of students placed on probation and *if a student is on probation status two consecutive semesters he/she will not be certified for benefits by the College. Veteran students will be eligible for re-certification by the College when a 2.0 g.p.a. is achieved and the student is removed from probation status.*
4. It is the veterans' responsibility to file a completed add/drop or withdrawal form with the Registrar's Office as soon as they are no longer attending class(es). The veteran must also notify the Veteran's Affairs Office immediately upon dropping or withdrawing from classes in order to modify certified credit hour load.
5. Veterans must promptly inform the Veteran's Affairs Office staff of any changes in their address or in the number of dependents or of any changes in their enrollment that would affect their VA Benefits or curriculum.

SERVICE MEMBERS OPPORTUNITY COLLEGES

Delta College has been designated as an institutional member of Service Members Opportunity College (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed

Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).



REGISTRATION & ENROLLMENT INFORMATION

REGISTRATION

Information about campus and phone registration is described in the Schedule of Academic Classes booklet. There is a specific Late Registration and Add/Drop period designated in the College calendar each year. The Registrar's Office staff coordinate and register all Academic and Community Affairs students.

CANCELLED CLASSES: The College reserves the right to cancel any class which does not have a sufficient enrollment of students to warrant its continuation. Students should attempt to add another class or apply for a refund at registration or the Registrar's Office. Students may also request a refund by letter to the Registrar's Office.

CLASS SCHEDULE CHANGES: Students are expected to complete the courses in which they are registered. If a change is necessary, students must file a drop or add at registration or at the Registrar's Office or send a letter to the Registrar's Office requesting the drop or withdrawal. The date this form is processed or the postmark on the envelope is the official add/drop date for the course.

ADDED COURSES: In general, courses may be added through the first seven (7) calendar days of a semester or first four (4) calendar days of a 7½ week session. Courses added after these days require written permission of the instructor.

STUDENT-INITIATED WITHDRAWAL/DROPS: For courses officially dropped within the first eleven (11) calendar days of a regular semester or within the first six (6) calendar days of an abbreviated session, no grade will be reported or recorded on the official College transcript. If the course(s) is officially dropped from the twelfth (12) calendar day through mid-course, the student will receive a grade of W.

When an official withdrawal/drop is initiated after mid-course, the grade will be a WE (withdrawal failing) or WP (passing course work at date of withdrawal/drop). All official withdrawal/drops must be completed prior to the last week of a course.

If a student does not officially withdraw/drop after mid-course, the instructor will assign an appropriate final letter grade (A thru E) in relation to total course requirements achieved.

INSTRUCTOR-INITIATED DROPS: An instructor has the option of authorizing a grade of W for any student who has missed an excessive number of class hours of instruction or who lacks the course prerequisites. This authorization may be initiated through mid-course and reported to the Registrar.

Upon receipt of an authorization, the Registrar will notify the student in writing of, and the reason for, the drop.

If a student wishes to appeal an instructor-initiated drop, the contact must be with the class instructor. If necessary, mediation may be requested of the appropriate division chairperson. All appeals must be in writing and signed by the student requesting the appeal and received within one week following notification of the drop.

WITHDRAWAL FROM COLLEGE: To completely and officially withdraw (drop all courses) students must complete an add/drop form at registration or at the Registrar's Office. Withdrawal may be requested by mail and the postmark on the envelope will be the official withdrawal date used to determine eligibility for tuition refund.

TUITION/FEES

Tuition and fees must be paid in total at designated times (see Schedule of Academic Classes booklet) each semester or session, and may be paid by cash, check, Visa, Mastercard, or charged to approved financial aid. Tuition is assessed by credit hour based on the student's residency status. The per credit hour tuition rate for each semester is published in the Schedule of Academic Classes booklet and subject to change without prior notice by action of the Board of Trustees.

Fees may be charged for specific courses. Such fee information is listed in the Schedule of Academic Classes booklet and subject to change without prior notice.

Residents of the Delta College district, 60 years of age or older, may register for course(s) offered by the College and receive a grant reducing the amount of tuition due, equal to 50% of the tuition. The grant does not apply to fees (registration, contact hour, high cost, course, etc.), books or supplies, trip cost, or other special fees. The College reserves the right to exempt certain courses or programs from grant eligibility. To be eligible for the Senior Citizen Grant Program, a person must have a Delta College identification number. The identification number is issued by the Admissions Office after completing a brief application form, which requires proof of age.

A registration fee of \$5.00 is charged to each student once each semester or session, per registration.

Textbooks and Equipment: Students are required to purchase their own textbooks, supplies, personal attire (i.e., lab coats, clinic shoes, etc. as required by courses), special equipment and tools, and attire and equipment for physical education classes. Most of these items may be purchased at the College Bookstore, which is located in the Commons/Cafeteria area and open during all College registration hours.

Housing Fees: Residence hall room and board fees are established annually and include room and meals with a choice of two meal plans. 1989-90 housing fees were:

The 19 meal plan with room \$1443.00 per semester

The 14 meal plan with room \$1411.00 per semester

(Fees are subject to change by the Board of Trustees)

Miscellaneous Fees:

Transcript copy \$2.00 each

Immediate transcript service \$5.00 each

Credit by exam Individual course basis

Student I.D. card replacement \$1.00 each

Parking None (except violations)



REFUND POLICY

TUITION AND SPECIAL COURSE FEES*

100% refund through the 7th calendar day from the official start date of semester or start date listed in schedule.

50% refund the 8th calendar day through the 14th calendar day from the official start of the semester or start date listed in schedule.

No refund after the 14th calendar day from the official start of the semester or start date listed in schedule.

*Refunds for certain Community Affairs, Corporate Services and Short Term Academic courses may differ.

REGISTRATION FEE

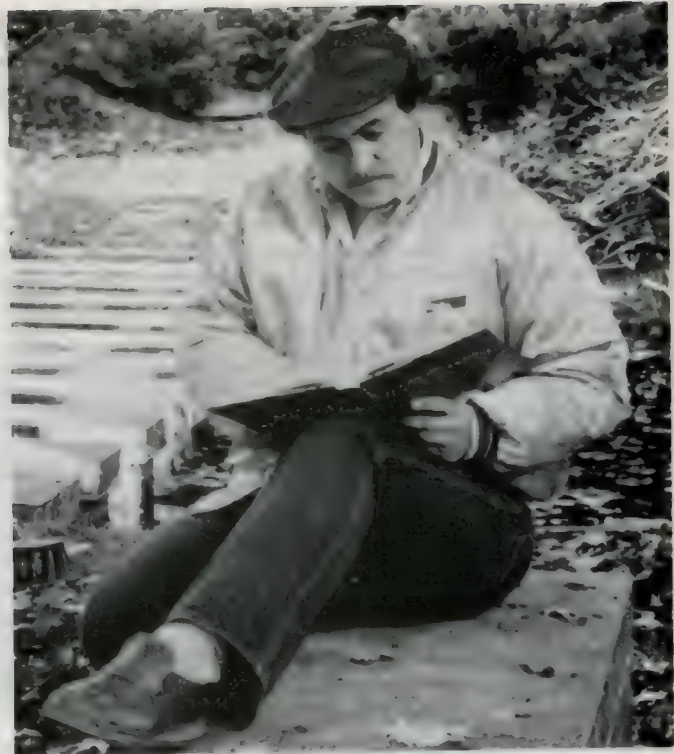
No refund, unless all course(s) are cancelled by the college.

ADD-DROP PERIOD

During the official add-drop period (28 days from official start date of semester or start date listed in schedule), students are permitted to offset equal credits and fees through the add-drop procedure. Tuition for credits and fees dropped in excess of credits added will be refunded at the appropriate percentage rate listed above. For credits or fees added in excess of credits dropped, additional tuition and fees must be paid. Add/Drop after the completion of a course is not permitted. Spring and Summer are two distinct semesters for purposes of this policy.

Special refund consideration by the Vice President of Student Services is available for drops due to medical reasons or death by submitting a medical statement to the Registrar's Office.

Policy to be implemented Fall, 1990.



ADVANCED CREDITS/PLACEMENT

Acceptance of Transfer Credits: Students transferring to Delta College from another college or university must have an official transcript of previous course work mailed to the Delta College Admissions Office. An official transfer credit evaluation is done by the College Registrar's Office and a written copy of credits transferred is mailed to the student. Guidelines followed are:

1. Equivalent courses completed with a "C" (2.0) grade or better at another accredited college will be accepted. Transfer credit is not granted for below-100-level courses.
2. A transfer student has the option to receive from 1 to 8 semester hours of credit for non-equivalent course work and/or course work in which "C-" or below grades were received at another accredited college. A student must request a Delta College Counselor to submit the necessary form to receive this credit. Non-equivalent course work will only be accepted if a "C" (2.0) or better grade was earned and if the credits are appropriate to the student's curriculum. "C-" or below grade course work will only be accepted for equivalent Delta courses if the credits are appropriate to the student's curriculum. A maximum of 8 semester hours of credit will be granted between non-equivalent and "C-" or below grade course work.
3. Grades earned at another college in courses accepted by Delta College are not entered on the permanent academic record (transcript) at Delta College nor calculated in the Delta College cumulative grade point average.

GUEST CREDIT FROM ANOTHER COLLEGE: If you are a Delta student and plan to take Guest credit at another college, you should complete a *Guest Application* and submit it to the Registrar's Office for approval. Upon completion of the Guest course work at another college, it is the student's responsibility to request an official transcript be sent to the Delta Admissions Office in order to have these credits recorded on your transcript by the Registrar.

Acceptance Of Credit By Examination: Recognizing that what a person knows is actually more important than how a person comes to know it, Delta College accepts credits students earn by their participation in one or more of the "credit by examination" programs. The two major categories of credit by examination are:

1. External Examinations (Advanced Placement Program of the College Entrance Examination Program/the College-Level Examination Program).
2. Internal Credit by Examination (challenge examinations developed and evaluated by Delta College faculty). These examinations are arranged through a specific faculty member and division. If the student is successful on the examination a "P" Pass grade will be recorded for the course credit on his/her transcript upon enrollment at Delta.

Further information about either of these types of examinations may be obtained from the College offices of Counseling or Assessment Services.

Articulation Agreement With High Schools And Skill Centers: The Delta College District is part of a statewide effort charged with implementing Competency Based Education Articulation of occupational programs. It is one of nine demonstration sites in Michigan, supported by a grant from Michigan Department of Education Vocational-Technical Education Services, in which secondary and post-secondary teachers, counselors and administrators jointly develop curriculum agreements.

Articulation is an agreement between public schools and post-secondary institutions which may allow a student to receive credit for instruction received while attending a high school vocational/technical program. Presently, through an Articulation Project, Delta College may accept public school achievement for advanced placement into vocational/technical programs which are similar to programs completed in high school. Any student from Bay-Arenac, Huron Area Skill Center, Midland, Mt. Pleasant, Tuscola Area Career Center or Saginaw School districts, who attends a secondary program which has a signed agreement with Delta College may receive advanced placement, or credit, for work completed in a high school or skill center. Eligible students must have graduated after spring 1978 from a public school program which has a signed agreement.

A student moving from a high school or skill center articulated program into a related program area at the College may get a course waiver with no credit, or credit for successful completion of a competency test by following these steps:

1. The teacher of the secondary occupational education program shall complete a Student Achievement Recording Process (SARP) and make this a part of the student's permanent record.
2. Upon application for general admission to Delta College, a student shall request from the high school a copy of the SARP record be forwarded to the Director of Admissions, Delta College.
3. The Delta Counseling staff will normally review the achievement record of the student and make recommendation as to the following:
 - a. Full course credit to be assigned.
 - b. Partial course credit to be assigned. (Procedure not yet established)
 - c. Performance tests to be completed.
 - d. Course waiver (no credit assigned).
 - e. Any combination of the above or none of the above.

Note: Each student must meet and maintain all of the entrance requirements and academic standards of Delta College and prerequisites for the specific program desired. The Articulation (high school) Agreement in *no way guarantees* a student entrance into Delta College or early enrollment into "limited enrollment" programs.

Programs now articulated are: Automotive Mechanics, Data Processing, Drafting, Dental Assisting, General Business, Nursing, Office Systems Education and Residential Construction. Programs planned for development are: Machine Tool and Building Trades. Further information may be obtained from area high schools/skill centers or the Delta College Admissions Office.

CLASS/CREDIT LOAD

A full-time student class load is 12-18 semester credit hours in a 15 week semester. In 7½ week sessions, a full-time load is 6-9 semester credit hours.* To assume a class load in excess of the above credit hours, special permission must be obtained from a counselor or from the Dean of Students Office. Approval of excess credit load is highly dependent on the student's previous academic record.

CLASSIFICATION OF STUDENTS

The classification system stated below applies only to academic students pursuing certificate or Associate degree programs. Community Affairs service credit hours are not included.

Freshman—A student who has earned fewer than 30 semester credit hours.

Sophomore—A student who has earned 30 or more semester credit hours.

Full-time—A full-time student is one who enrolls for 12 or more semester credit hours during a semester OR 6 or more semester credit hours during a 7½ week session.* In order to earn at least 62 credits in four semesters, 15-16 credits per semester is considered a normal load.

Part-time—A student who carries fewer than 12 semester credit hours during a full semester or less than 6 semester credit hours during a 7½ week session.*

***NOTE:** For financial aid award recipients, this definition may differ.

CLASS ATTENDANCE

It will be necessary for certain groups of students (e.g., veterans, financial aid recipients) to adhere to attendance requirements imposed by external regulatory agency policies beyond the following stipulated by Delta College.

1. Attendance is expected at all classes
2. It is the responsibility of the student to make arrangements for missed class work
3. The College recognizes that, on occasion, special College-connected events will conflict with scheduled class/laboratory times. Before those special occasions, the student will work with the instructor to make alternate arrangements.
4. Individual instructors determine attendance rules and will explain those rules within the above limitations, at the initial class meeting and/or in the course syllabus.



ACADEMIC ACHIEVEMENT

ACADEMIC ACHIEVEMENT STANDARDS:

1. A minimum cumulative grade point average of 2.0 (C) must be achieved to graduate with an Associate degree or certificate in a specific career or transfer curriculum.
2. A student making SATISFACTORY PROGRESS shall have:
 - A. Successfully completed (grades A, A-, B+, B, B-, C+, C, C-, D+, D, or P) 51% or more of credit hours enrolled in during the last two semesters combined or overall, AND
 - B. **Shall not** be on Academic Probation Status or Dismissal Status.
3. A student will be placed on Academic Probation for:
 - A. Being below a 2.00 cumulative grade point average as indicated on the Academic Status Scale after having attempted 12 or more credits, and having attended Delta College for at least 2 semesters, OR
 - B. Having 51% or more W (WE, WP) grades in the last two semesters combined or overall.
4. A student shall be DISMISSED from the College and denied re-enrollment for two semesters if his/her academic grade point average indicates Dismissal Status on the Academic Status Scale. Dismissed students have a right to appeal this dismissal action. A dismissed student who is successful in an appeal will be allowed to re-enroll under specific conditions, and shall be on Academic Probation. Students who choose not to appeal may return after an absence of one academic year (Fall and Winter semesters).

PROBATION AND DISMISSAL STATUS CONDITIONS AND PROCEDURES

1. Academic Probation Status: The Registrar will issue a letter to all students whose grade point average indicates they are on Probation Status according to the Academic Status Scale at the end of Fall, Winter, and Spring-Summer Semester.

Students on Probation Status who plan to enroll next semester should make an appointment with a counselor to have their curricula and course selections reviewed. Students on probation may be strongly encouraged to contact the Teaching/Learning Center for diagnostic review and be referred to appropriate tutorial services.

Students on Probation Status after having attempted 30 or more credit hours shall have their academic records reviewed by a counselor. The counselor will recommend procedures students must undergo in order to improve their academic status.

2. Dismissal Status: Students must remain out of Delta College for one academic year (Fall and Winter Semesters). Dismissed students have a right to appeal the dismissal action. A written request to appeal must be submitted to the Academic Progress Committee* 30 or more days prior to the beginning of the Fall semester.

Students who are placed on Dismissal Status at the end of Spring-Summer or Fall semester will be issued a Dismissal Probation Warning letter. This letter will indicate they are in severe academic trouble because of their low grade point average. These students will be expected to seek counseling assistance and recommendations to change directions in order to improve their grade point average.

*This Committee will be composed of the Registrar or his/her designee, a counselor and an Academic Dean or designee.

ACADEMIC STATUS SCALE

Delta Credit Hrs. Attempted	Satisfactory Progress	Academic Probation Status	Academic Dismissal Status
12	1.34 and above	.67-1.33	.66 or less
13	1.52 and above	.76-1.51	.75 or less
14	1.53 and above	.86-1.52	.85 or less
15	1.55 and above	.95-1.54	.94 or less
16	1.57 and above	1.03-1.56	1.02 or less
17	1.59 and above	1.08-1.58	1.07 or less
18	1.61 and above	1.12-1.60	1.11 or less
19	1.63 and above	1.17-1.62	1.16 or less
20	1.64 and above	1.21-1.63	1.20 or less
21	1.65 and above	1.25-1.64	1.24 or less
22	1.66 and above	1.28-1.65	1.27 or less
23	1.67 and above	1.30-1.66	1.29 or less
24	1.68 and above	1.34-1.67	1.33 or less
25	1.69 and above	1.37-1.68	1.36 or less
26	1.70 and above	1.40-1.69	1.39 or less
27	1.71 and above	1.44-1.70	1.43 or less
28	1.72 and above	1.47-1.71	1.46 or less
29	1.73 and above	1.50-1.72	1.49 or less
30	1.74 and above	1.54-1.73	1.53 or less
31	1.75 and above	1.56-1.74	1.55 or less
32	1.76 and above	1.58-1.75	1.57 or less
33	1.78 and above	1.61-1.77	1.60 or less
34	1.79 and above	1.63-1.78	1.62 or less
35	1.81 and above	1.65-1.80	1.64 or less

36	1.84 and above	1.67-1.83	1.66 or less
37	1.84 and above	1.69-1.83	1.68 or less
38	1.85 and above	1.70-1.84	1.69 or less
39	1.85 and above	1.71-1.84	1.70 or less
40	1.86 and above	1.73-1.85	1.72 or less
41	1.86 and above	1.75-1.85	1.74 or less
42	1.87 and above	1.77-1.86	1.76 or less
43	1.87 and above	1.77-1.86	1.76 or less
44	1.90 and above	1.78-1.89	1.77 or less
45	1.91 and above	1.79-1.90	1.78 or less
46	1.92 and above	1.80-1.91	1.79 or less
47	1.93 and above	1.81-1.92	1.80 or less
48	1.93 and above	1.82-1.92	1.81 or less
49	1.94 and above	1.84-1.93	1.83 or less
50	1.94 and above	1.85-1.93	1.84 or less
51	1.95 and above	1.85-1.94	1.84 or less
52	1.96 and above	1.85-1.95	1.84 or less
53	1.97 and above	1.86-1.96	1.85 or less
54	1.97 and above	1.86-1.96	1.85 or less
55	1.98 and above	1.86-1.97	1.85 or less
56	1.98 and above	1.87-1.97	1.86 or less
57	1.99 and above	1.87-1.98	1.86 or less
58	2.00 and above	1.87-1.99	1.86 or less
59	2.00 and above	1.87-1.99	1.86 or less
60 or more	2.00 and above	1.88-1.99	1.87 or less

GRADE POINT AVERAGE RECOMPUTATION POLICY

A former student who wishes to re-enroll after an absence from Delta for three or more years and having left on Probation or Dismissal Status, may petition the Academic Achievement Committee to recompute his/her cumulative grade point average. If the petition is approved, all courses previously taken will remain on the permanent record. Those courses with grades of A, A-, B+, B, B-, C+, C will be converted to P (pass grades) and credits counted. All other courses will be converted to NC (no credit).

If the petition is approved, the student may resume his/her academic program at Delta with no cumulative grade point average and thereafter is subject to the conditions of Satisfactory Progress, Probation and Dismissal as indicated on the Academic Status Scale.

SEMESTER HONOR LIST

Each semester a President's List is issued of all students who receive a grade point average of 4.0 for that semester; a Vice President's List for all students who receive 3.7 through 3.99 grade point averages; and a Dean's List of students who receive 3.5 through 3.69 grade point averages. To be eligible a student must complete at least 12 semester credit hours in a Fall or Winter Semester or 6 or more semester credit hours in a Spring or Summer session. Courses taken on the Pass/No-Credit option do not apply.

STUDENT RECORDS

GRADING SYSTEM

Students receive one final grade in each course taken. Grades are indicated by letters, to each of which is assigned a certain value in grade points per semester credit hour.

Letter Grade	Significance	Grade Points/ Sem. Cr. Hr.
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Poor	1.3
D	Poor	1.0
E	Fail	0.0
P	Pass (C/2.0 grade or above)	
I	Incomplete	
X	Audit	Not included
WP	Withdrawal Passing	in computing
WE	Withdrawal Failing	credits and
W	Withdrawal No Evaluation	grade points
NC	No Credit	

Notation: The College Community Affairs Division also uses the above letter grades for their courses; however, they do not award points or maintain grade point averages for Community Affairs Courses.

GRADE POINTS: The number of grade points earned in a course is the number of course semester credit hours multiplied by the number of grade points corresponding to the letter grade received. For example, a grade of B+ in a four semester hour course equals 13.2 grade points ($3.3 \times 4 = 13.2$).

GRADE POINT AVERAGE: Grade point average (g.p.a.) is calculated by dividing the total number of grade points earned by the total number of semester credit hours attempted. For example, a total of 32 grade points earned in a semester by a student officially enrolled in 16 semester credit hours of classes gives a grade point average of 2.00 for that semester. Cumulative grade point average (c.g.p.a.) is calculated similarly, using sum totals from all semesters a student was enrolled. In both calculations, the number of E grade credit hours must be included, although no grade points are awarded.

REPEATED COURSES: The highest grade received by a student for any given course shall be the grade used in computing the cumulative grade point average and the number of course semester credit hours shall only be counted once in the total number of semester credit hours attempted. All grades received by a student in a given course shall, however, remain on the student transcript but will be designated by the Registrar's Office as having been repeated so it will be known that only the highest grade earned is being counted in cumulative totals.

INCOMPLETE GRADES: An instructor may assign an Incomplete grade if the student has not fulfilled all course requirements when final grades are assigned. An Incomplete is a temporary grade given only when the student's work has been of acceptable quality near the end of the 15-week semester, but the required amount has not been completed because of reasons satisfactory to the instructor.

Requirements of a course are to be completed no later than the end of the following semester after the I-grade is assigned. In exceptional circumstances, one additional semester may be granted for completion of course work if the Registrar is notified in writing.

AUDITING COURSES: A student may enroll in courses as an auditor with audit credit earned for the course. A mark of "X" will be recorded on the permanent record if general requirements of auditing are fulfilled. Some appropriate reasons for course auditing are professional enrichment, refreshment or enjoyment. Tuition and fees are the same as for regular credit courses and a student number is required. Course objectives must be fulfilled, other than quizzes and examinations. Instructors should be informed by the student of the desire to complete the course on an AUDIT basis at the first meeting of the class. Audit credit is not applicable toward fulfillment of associate degree or certificate requirements. Once a course is started on an audit basis, a student may, with the approval of the instructor, change to credit within eight weeks of the beginning of the semester. Questions regarding course auditing should be directed to the Registrar's Office.

PASS/NO CREDIT GRADE OPTION: The Pass/No-Credit grade option is available for numerous courses at Delta College. Students interested in this grading option in place of the usual A-E grading system should declare this choice at registration or through the end of the 10th week of the semester (5th week of a session) by completing a form at the Registrar's Office. Courses approved for P/NC grade option are listed in each semester's Schedule of Academic Classes booklet.

GUIDELINES AND PROCEDURES FOR GRADE OPTION:

- Grades on the P/NC system are not included in computing the semester or cumulative point average.
- Enrollment on a P/NC basis is recorded with the Registrar. No indication of P/NC status of a student will be communicated to a faculty member by any office of the College.
- A letter grade will be on file in the Registrar's Office, but only P or NC will appear on the student's transcript.
- Students wishing to have a grade(s) converted from P/NC to a letter grade(s) may do so by applying to the Registrar's Office.
- Course prerequisites and other criteria for enrolling in any course shall be determined by the department or division offering the course and apply equally to both the traditional and the P/NC grading systems.
- No student may apply more than a total of 12 semester hours P/NC course work toward Delta graduation requirements.
- Grading symbols used and their significance are:
"P" (Pass) credit is granted and represents performance at or above the C/2.0 level. "NC" (No-credit) no credit is granted and represents performance at or below the C-/1.7 level.
- Students planning to transfer should first check with a Delta counselor regarding the acceptance of the P/NC grade option for specific courses by the transfer college.

DISPUTED GRADE POLICY: If a student wishes to appeal a grade given in a course as improper, action must be initiated by that student within 25 days of the date the grade is mailed from the Registrar's Office, unless extraordinary circumstances have prohibited the student from doing so. The first step in a grade appeal will normally be a conference between the student and the Division Chair. Further details of this policy may be obtained from the Registrar's Office, the Academic Affairs Office, Vice President of Student Services Office, Learning Resources or the Senate Handbook.

GRADE REPORTS AND TRANSCRIPTS

FINAL GRADES: Final grade reports are mailed to students usually within one week of the official ending date of each semester. Final grades are listed on the student's official transcript which is maintained by the Registrar's Office. The final evaluation/grade of the student is the responsibility of individual faculty members. Instructors may exercise their own prerogatives with respect to student evaluation as long as these prerogatives do not conflict with other institutional policies.

STUDENT TRANSCRIPTS: The transcript is the College's official academic record of a student's work. It lists all academic courses attempted (course titles, credit hours, final grades and semesters enrolled) as well as all transfer credit accepted and any credit awarded by examination or advanced placement. Grade records of all Community Affairs course work are also maintained by the Registrar's Office. A \$2.00 charge is made for each transcript copy requested by the student. (\$5.00 for immediate service). Copies will be sent, upon written request of the student, to any one designated by the student. Ordinarily transcripts are mailed within three days. Transcript copies will not be furnished for students who have delinquent accounts at the College.

CHANGE OF ADDRESS OR NAME: Change in address or name must be reported to the Registrar's Office, Admissions Office, Financial Aid Office or Counseling Center immediately. Communications and Grade Reports will be sent to the latest address on file. Legal name changes (other than marriage) require court action and documentation.

ACCESS TO RECORDS

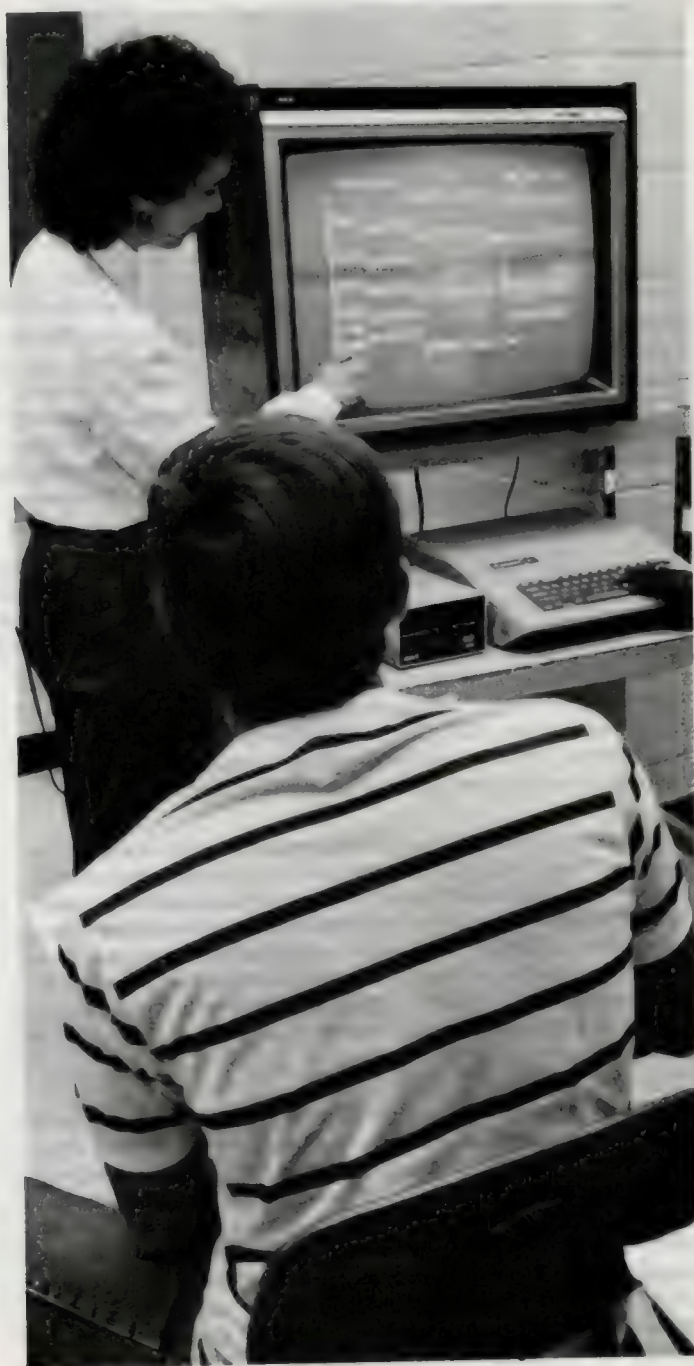
In compliance with the Federal law, The Family Educational Rights and Privacy Act of 1974, Delta College maintains procedures pertaining to the confidentiality of student educational records. No one outside the institution shall have access to nor will the institution disclose any information (other than directory information) from students' education records without the written consent of students except to qualified personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Written consent of the student is not required for Delta College staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, counselors, administrators, clerical staff, and other professional level employees. At its discretion the institution may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, curriculum and major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students wanting directory information kept confidential must notify the Counseling Center in writing within the official drop-add period of each semester or session.

The College will permit a person who is or has been in attendance at the College to inspect and review his or her educational records. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived the rights of inspection and review; or educational records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other right, may discuss their problems informally with the person in charge of the records involved. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and will also be informed of their right to a formal hearing by the Vice President of Student Services.

Legal name changes (other than marriage) require Court action and documentation. Name change requests should be submitted to the Registrar.



GRADUATION REQUIREMENTS FOR ACADEMIC ASSOCIATE DEGREES & CERTIFICATES

Students in continuous attendance and continuing in the same program may, for the purpose of graduation, elect either the program in effect at the time of their first registration in the College or the program in effect at the time of their application for graduation. Continuous attendance is defined as attending a minimum of one semester during each academic year since the first registration. Students whose attendance is not continuous as defined above must follow the program in effect at the time of their readmission.

Associate Degree Requirements: Students must complete all basic degree requirements plus specific requirements in one of the Associate degrees listed. All financial obligations to Delta College must be fulfilled before a student may graduate.

BASIC DEGREE REQUIREMENTS

1. Earn a 2.0 minimum cumulative grade point average in an Associate degree curriculum. Students in the occupational curricula must earn a minimum of C (2.0) in specified courses. These courses are identified on specific curriculum guide sheets.
2. Earn a minimum of 62 semester hours.
3. Successfully complete six semester hours in "content-area writing courses."*
4. Earn a minimum of two semester hours in Physical Education activity courses.
5. Successfully complete an approved course in American Government.
6. Earn a minimum of 24 semester hours of credit by instruction while in attendance at Delta College. The student must earn the final credits at Delta to complete a degree. EXCEPTION: If 52 or more credits have been completed on a degree program at Delta, the final credits (maximum 12), if approved, can be earned through the "Guest" credit option at other institutions.
7. File an application for an Associate degree with the Registrar's Office by mid-semester of the final semester of course work.

*These courses will be designated with a "W" in the catalog code number (ex. ENG 270W). This information will appear in the Schedule of Academic Classes booklet each semester. College composition courses may not be used to fulfill the College writing requirement.

GROUP REQUIREMENTS FOR ASSOCIATE IN ARTS AND SCIENCE DEGREES

Students must complete courses from at least two subject areas listed in *each* of Groups I, II, and III.

GROUP I: HUMANITIES

ART (only 151, 152, 252, 255, 258)	Music (only MUS 100, 111, 112, 115)
French (FR)	Philosophy (PHL)
ENG 297	Photography (PHO)
German (GE)	Russian (RUS)
*History (only HIS 111, 112)	Spanish (SPA)
Inter. Humanities (IHU)	Speech (SPH except SPH 122, 148,
Literature (courses listed under ENG designation)	SPH 150, 152, 250)

GROUP II: SOCIAL SCIENCE

Economics (ECN)	Political Science (POL)
*History (HIS)	Psychology (PSY)
*Geography (GEO)	*Sociology (SOC 200-level courses)

GROUP III: NATURAL SCIENCE

At least one lab science must be taken.

Allied Health (AH)	Geology (GLG)
Biology (BIO)	Mathematics (MTH 110 and above)
Chemistry (CHM)	Physical Science (PSC)
Computer Science (CPS)	Physics (PHY)
*Geography (only GEO 111)	*Sociology (only SOC 230)

*History (HIS) 111 and 112 may be included in either Group I or II but may not be counted in both groups; Geography (GEO) III may be included in either Group II or III but not both groups; Sociology (SOC) 230 may be included in either Group II or III but may not be counted in both groups.

Specific major program requirements and acceptable courses within the group requirement areas differ among transfer colleges and universities. It is recommended that transfer students consult with a counselor to insure that their planned course work meets the requirements for graduation from Delta College as well as specific requirements at other colleges where a student may wish to transfer.

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of all courses listed in one of the Delta College Occupational Curricula.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of eight semester hours minimum in each of Groups I, II and III according to the Definition of Group Requirements listed.

ASSOCIATE IN BUSINESS STUDIES DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or Business Communications.
3. Satisfactory completion of all courses listed in one of the Delta College Business Occupational Curricula.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of eight semester hours minimum in each of Group I and II plus 20 semester hours minimum in Group III according to the Definition of Group Requirements listed above.

ASSOCIATE IN GENERAL STUDIES DEGREE REQUIREMENTS

This degree is designed primarily for those students whose goal is self-enrichment and who are not following a specific occupational or transfer program/curriculum. Because of the limited transferability or in some case non-transferability of this degree, it is strongly suggested that a student discuss this degree option with a counselor and consider fulfilling the Group Requirements.

1. Earn a minimum of 62 semester hours.
2. Earn a 2.0 minimum cumulative grade point average.
3. Fulfill Basic Degree Requirements listed as numbers 5, 6, 7.

SUBSEQUENT ASSOCIATE DEGREE(S)

Associate Degree(s) can be earned from Delta College following other earned degree(s); however, when the student completes two or more curricula in the same Division with a difference of less than 24 semester hours of credit, the student shall receive only one Associate degree and the transcript shall indicate that the student has completed requirements in two or more curricula. Candidates for a subsequent degree must meet the following requirements:

1. Already have earned an Associate, Baccalaureate, or higher degree. Previously earned credits will be evaluated for transfer to this degree.
2. After issuance of previous degree(s), earn a minimum of 24 credit hours at Delta College.
3. Satisfactorily complete a planned curriculum in one of the following degrees: Associate in Arts, Science, Business Studies, or Applied Science.
4. Establish a new grade point average on the subsequent Associate degree course work with no carry-over from any previously earned degree(s).
5. Fulfill all Basic Degree Requirements.

CERTIFICATE REQUIREMENTS

Complete specific courses in an occupational curriculum with a minimum of 30 credit hours required and a 2.0 or above G.P.A. Of the 30 semester hours required, a minimum of 15 must be completed at Delta. Students in the occupational curricula must earn a minimum grade of C (2.0) in specified courses. Students are expected to be enrolled at Delta the semester in which certificate requirements are completed. Any exception to this expectation must be approved by the Vice-President of Instruction and Learning Services. Students must file an application for a certificate at the Registrar's Office by mid-course of the final semester of course work.

FINAL DATES FOR COMPLETION OF APPLICATION FOR ASSOCIATE DEGREE/CERTIFICATE

Degree Completion Date	Deadline Date for Application
April	3rd Week of February
August	2nd Week of June
December	4th Week of October

CURRICULUM CHANGE

A student considering a change of curriculum should discuss such action with a Counselor. If a change is warranted, an official "Curriculum Change Request" form must be completed and signed by the student and the Counselor. The change will then be recorded on all student records and the College transcript. Graduation requirements are audited for the final recorded curriculum choice by the Registrar's Office.

GRADUATION

It is the student's responsibility to monitor progress in meeting graduation requirements. When completing the final semester of course work, students must file an application for a certificate or Associate degree. Applications for graduation are available at the Registrar's Office and should be filed by mid-course of the final semester of course work.

Although a student may complete graduation requirements at the end of Fall, Winter or Spring semesters, commencement ceremonies are only held once a year, usually in late April, and all graduates are encouraged to attend. Diplomas are mailed to students by the Registrar's Office approximately four weeks after each semester ends. Students whose cumulative grade point averages are 3.50 or above will be recognized on the transcript and during commencement with the following graduation honors:

1. HONORS graduates: 3.50-3.69 cumulative grade point averages
2. HIGH HONORS graduates: 3.70-3.89 cumulative grade point averages
3. HIGHEST HONORS Graduates: 3.90-4.00 cumulative grade point averages

Honors and Awards: Each year the College recognizes those members of the graduating class who, by their high academic performance, superior service or citizenship and potential for leadership, are deserving of special attention and honor.* The following awards have been established by generous donors and are presented at a Special Awards Luncheon prior to graduation.

*The students are presented an individual award and their names are engraved on a permanent plaque at the College.

Oscar M. Anderson Award: This special honor and gift given by the Northern Supply Company recognizes that student in Automotive Service Technology who graduates with an outstanding academic record.

Board of Trustees Honor Award: A plaque presented to the student(s) who has earned the highest academic average. The recipient's name is inscribed on the Trustees Honor Award plaque.

William R. Collings Award of Excellence: The graduate whose high personal goals, superior citizenship and potential for leadership qualify him/her for this highest award is presented with a plaque and honorarium sponsored by the Dow Corning Corporation.

Davis Music House Award: This annual award honors the graduate who has achieved outstanding scholastic success in music.

Dow Chemical U.S.A. Award: A plaque and honorarium are given by the Dow Chemical Company to the graduate who has earned the highest academic record in science.

Fred Dulmage Award: The top ranking graduate in the area of Engineering Technology receives an award and honorarium.

Dr. and Mrs. Donald C. Durman Cup: An outstanding student who has demonstrated service and leadership to Delta College and the community receives a plaque and honorarium.

Eaton Corporation Award: The graduate who has achieved a superior scholastic record in the mathematics curriculum receives an award and honorarium and has his/her name engraved on the Eaton Corporation plaque.

English Award: This award commends a student with outstanding scholarship in English studies.

First of American Bank Recognition Award: This award recognizes the outstanding graduate in banking, finance and related fields who also shows good citizenship thereby demonstrating the business community's concern and appreciation of superior performance.

Interior Design Society Award: (sponsored by Oscar Rau Furniture) This award has been established to recognize academic achievement and good citizenship thereby demonstrating the business community's concern and appreciation of superior performance.

Dr. Daniel Kinsey Award: The graduate who best characterizes athletic achievement, superior scholarship and consideration for others is given a replica of the Kinsey plaque in honor of the first Athletic Director of Delta College.

Midland County Bar Association Recognition Award: This award recognizes the outstanding graduate in Criminal Justice who expects to enter this field directly or who will continue studies at a transfer college.

Frances Goll Mills Award: This award has been established for the outstanding graduate in nursing to recognize outstanding achievement and a commitment to a career in nursing.

Morley Brothers Foundation Award: This award recognizes the outstanding graduate in business and management who expects to enter business directly or who will continue studies at a transfer college.

Saginaw Division Award: This award recognizes the outstanding graduate in office systems who has shown high academic achievement and good citizenship.

Second National Bank Award: This award recognizes the outstanding graduate in art who has demonstrated excellence of artistic expression in any field of visual arts.

Smith Brooker Law Award: This award was established by the Smith & Brooker law firm to recognize academic achievement, superior citizenship and to encourage a member of the graduating class to pursue further study of the legal profession.

Paul Sowatsky Memorial Award: This award has been established by the family of Paul Sowatsky and Mike Young Pontiac, Oldsmobile, GMC. The award recognizes the outstanding graduate in the General Motors Automotive Service Educational Program.

Lola Bishop Whitney Award: This award has been established to recognize superior academic achievement and promise in the study of foreign language.

STUDENT'S RIGHTS, RESPONSIBILITIES AND CONDUCT

In joining the academic community, the student enjoys the right of freedom to learn and shares the responsibility in exercising that freedom. The student is expected to conduct her/himself in accordance with standards which are designed to perpetuate the educational purposes of the college.

The college has developed procedures and channels by which students may have a fair and objective hearing for their grievances in regard to academic evaluation, students' rights and privacy and disciplinary action. Students have the right of protection against prejudice or capricious academic evaluation or loss of personal rights and freedom. At the same time, however, students are responsible for maintaining standards of academic performance established for each class in which they are enrolled and for following the rules of conduct established by the college.

STUDENT RIGHTS OF ASSOCIATION AND EXPRESSION

"Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent research for truth."

A. Students are free to organize and join associations to promote their common interests. In order to use College facilities and resources and to request College Programming financial assistance, student groups are required to register at the College Programming Office, submitting a statement of purpose and a current list of officers or designated representative(s). Groups are also encouraged to choose a faculty or staff advisor to assist them.

B. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately including their views on issues of College Policy.

C. As a normal College activity, students or student organizations may distribute written material without prior approval. Hand-to-hand distribution shall be permitted in areas of public passage (commons, hallways, sidewalks, etc.) providing distribution does not interfere with normal College activity or routine. Posting and other types of distribution shall be limited to those places established by written College regulations.

D. Students and student organizations are free to invite speakers, to hear any person, and to plan programs of their own choosing subject only to those written requirements established by the college to ensure proper scheduling and use of facilities.

E. No policy, procedure, or guideline of Delta College shall discriminate on the basis of the political, social, or other opinions of students individually or collectively.

F. No record shall be kept by Delta College which reflects the lawful political activities or beliefs of student's views, beliefs, and political associations acquired by the faculty or other College employees in the normal course of their work shall be considered confidential and shall not be disclosed without the knowledge and consent of the student unless under legal compulsion.

G. Nothing in this policy shall be construed to imply approval or endorsement by Delta College of the views expressed by students or student organizations.

H. Nothing in this policy shall be construed to relieve any person of obligations under Regulations and Rules of Conduct.

*Preamble, "Joint Statement on Rights and Freedoms of Students," AAUP, 1967.

REGULATIONS AND RULES OF CONDUCT

I. Introduction

A. General Responsibility: Delta College has the responsibility to adopt and enforce rules which are consistent with Delta College goals and operations and to establish due process procedures in disciplinary cases.

B. Authority to Establish Standards of Conduct: Standards of conduct are established by rules of (1) the College, as adopted by the Board of Trustees and made known through College publications or by notices distributed or prominently posted on College Bulletin Boards; and (2) by laws of the United States, State of Michigan and County of Bay (Public Laws).

Except in the case of interim or emergency type rules as granted by Michigan Public Act No. 26 of 1970, such regulations shall be established and amended with the advice of the College Senate. Final authority is through either the Delta College Board of Trustees or the laws of the United States, State of Michigan, or County of Bay.

C. Individual Responsibility: An individual having an institutional relationship to Delta College (members of College Community) is automatically placed under the rules of the College. "Institutional relationship to the College" means any connection of employment, enrollment or service existing between any person and Delta College. As used herein, this phraseology is intended to prevent the application of these rules to purely personal or social relationships between or among students, faculty members, administration or staff members, outside the College proper. Therefore, it is important for all members of the College Community to familiarize themselves with the rules and regulations affecting them.

D. Effect of Violating Rules: A member of the College Community violating any of the rules of the College or a public law, on campus or off campus at a Delta College sponsored activity, is subject to disciplinary action by Delta College that is appropriate to the nature of the offense. Such disciplinary action will be taken in accordance with the procedures governing cases of violations as outlined in the Delta College Judicial Process.

E. Reports of Violations: Reporting of violations shall be within the province of all members of the College community, because they have a common responsibility in maintaining an orderly and efficient community for their mutual benefit. *Violations may fall in one of several categories: (1) minor offenses which are dealt with by reprimand, (2) violations by students which are to be reported to the Office of the Vice President of Student Services, (3) violations by faculty or staff members which are to be reported to the Office of the President, (4) civil or criminal violations which are to be reported to the Campus Police Department.*

F. Severance Provision: If any of the foregoing rules or any part of any such rule shall be adjudged invalid by a court of competent jurisdiction, then such adjudication shall not affect the validity of these rules as a whole or any provision or part of any such rules not so adjudged invalid.

II. Rules and Regulations

A. Physical Force: No member of the College Community shall use physical force, threaten physical force or use intimidation against any person engaged in an activity properly undertaken as part of an institutional relationship of the College except as permitted under normal law enforcement procedures.

B. Disruption: No member of the College Community shall interfere with a college function by depriving any person of needed safety, quiet or other physical conditions of work or study.

C. Interference: No member of the College Community shall interfere with the free movement of any person engaged in an activity properly undertaken as part of an institutional relationship to the College.

D. Compliance: In keeping with the system of voluntary compliance that underlies the College regulation of conduct, no member of the College Community shall fail to follow the reasonable instructions given by an appropriate College official to cease specified conduct, if such conduct threatens disruption or interference with: (a) the rights of others (b) College discipline (c) College functions (d) order in the College Community.

E. Identification: No member of the College Community shall refuse to provide identification when requested to do so by an identified employee of the College.

F. Forbidden Occupation: No member of the College Community shall, subsequent to reasonable notice to leave given by the College President or the authorized designee, continue occupation of any college facility or property which is under the direct control or responsibility of the college, especially if such occupation interferes with a college function or is a risk of injury to a person or property.

G. Facility Entry and Usage: No member of the College Community shall gain or attempt to gain unauthorized entry to or make unauthorized use of the College facilities or property.

H. Property: No member of the College Community shall damage, deface, destroy, steal, or misappropriate the property of (a) the College or (b) any member of the College Community or (c) any visitor to the College Campus.

I. Unauthorized use of College Credit, Property, Etc.: No unauthorized member of the College Community shall use the College telephones, postal machines and meters, *duplicating machines, computers, or other equipment* where the unauthorized use of any such instrumentalities results in the incurring of charges by the College. This provision shall be deemed to also include College billing, charging, and credit card numbers utilized for communications or transportation purposes. *Further it shall be a violation of this section for any member of the College Community who has not been issued a key by the College to possess or use college keys for any purpose whatsoever.*

J. Counterfeiting, Altering and Copying: No member of the College Community, with intent to injure or defraud, shall falsely make, forge, manufacture, print, reproduce, copy, tamper with, or alter any writing document record or identification used or maintained by the College or by members of the College Community.

No member of the College Community shall knowingly possess, display, or cause or permit to be displayed any writing, record, document, or identification form used or maintained by the College or by members of the College Community, knowing the same to be fictitious, altered, forged, counterfeited, or made without authority.

K. Confidentiality of College Records: No person shall inspect, investigate, or use college files (i.e., Counseling, Financial Aid, Placement, Registrar) without proper college authorization.

L. Firearms and other Dangerous Materials: *The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material is not permitted on College property (including College Housing) at any time except: (1) when specifically authorized by the College for educational purposes, or (2) when firearms used for recreational purposes and transported through the campus meet the regulations of the Campus Police Department.*

M. Alcoholic Beverages: No member of the College Community shall possess or consume beer, wine, or other alcoholic beverages on College property, or any property which is under the direct control or responsibility of the College, excluding Residence Halls, in which case regulations of such shall be the responsibility of the Director of Housing. *This regulation shall not apply to the President's home and the Higgins Lake Cottage. This rule may be suspended from time to time by authorization of the President.*

N. Designated Smoking Areas:

- The College Commons, (except where non-smoking signs are posted) including the concrete patio area
- Main hallway surrounding courtyard and library
- Three flights of stairwell in southeast Allied Health Building
- Ground floor lobby of the Fine Arts Building
- Faculty and staff offices
- Residence Halls (main lobby and individual rooms with occupant's permission)
- Conference Rooms

Non-Smoking Areas:

- The courtyard
- Television studios and classroom laboratories
- Gymnasium and Lecture Theater
- Classrooms
- All areas not specifically listed as smoking areas

O. Drugs: No member of the College Community shall possess, distribute or use any prohibited drug in either the refined or crude form, except: (1) control substances for personal usage and these must be under the current prescription of a licensed physician, (2) those specifically authorized to Delta College by Federal or State authorizing agencies for educational purposes. *Nor shall any member of the College Community possess property which is used, or intended for use, as a container for any controlled substance.*

P. Selling, Soliciting, and Distributing: Any person who wishes to distribute, solicit, or sell information, materials, goods, or services not within the normal College activities and routine, must have the written permission of the Vice President of Student Services or Vice President of Business Affairs or their designee.

Q. Housing: A member of the College Community is also subject to disciplinary action for misconduct, where said conduct violates the additional rules governing residence in College Housing. *Such additional rules herein referred to are contained in the Housing Handbook.* All persons who live in or make use of said housing are expected to be aware of said rules.

R. Animals: People may not bring animals on campus or into college buildings. Leader dogs and animals used for educational purposes are exceptions; however, all animals must remain under the control of their owners and be properly licensed and medically treated as required by law.

S. Federal, State, and Local Laws: Violations of Federal, State, or Local Laws on campus, or off campus in connection with College sponsored activities, shall constitute violations of College rules.

Questions regarding the rights and responsibilities of Delta College students and guests should be addressed to the Office of the Vice President of Student Services.

DELTA COLLEGE COMPUTER TIME-SHARING SYSTEMS (DTS)

CODE OF ETHICS

- Each person who uses the DTS has an obligation to respect the privacy rights of each user; therefore, there will be:
 - No files of personal data, the existence of which is secret.
 - A way for the individual to find out what information about him/her is in a file record and how it is used.
 - A way for an individual to prevent information provided for one purpose from being used for another purpose without the consent of the individual.
- Each person has an obligation to ensure that information about students, staff, and applicants shall be shared only with those persons who will use the information for professional purposes.
- Each person should avoid the use, appropriation, reproduction, or modification of programs and/or files without the specific permission and adequate recognition of the author.
- Each person's primary obligation is to respect the need for a consistent, dependable computer operating system that serves all authorized users.
- Each person should respect the guidelines and procedures established by Delta College to ensure that these computer resources best serve the educational applications that justify the existence of the DTS.

PURPOSE

So that the DTS can best serve the students, faculty, and staff of Delta College, "Code of Ethics" has been established, and will be maintained, to ensure that:

- The rights of all users are respected.
- The integrity of the DTS is continued without unauthorized changes.
- Programs, their use, and/or files are the property of their authors and Delta College.

Questions or problems concerning the Code of Ethics should be referred to the Director of Computer Services.

MOTOR VEHICLE REGULATIONS

PARKING REGULATIONS

Sec. 1 — PARKING

The College has provided adequate parking space for all students, faculty, staff, and visitors. Your cooperation in complying with these regulations is appreciated. They have been established in the interest of good driving practice, public safety, and in accordance with State Laws.

All vehicles which enter the property of Delta College are expected to comply with the College Regulations pertaining to parking and traffic. Failure to comply with these regulations will result in Violation Notices being issued by an officer of the Campus Police Department.

Sec. 2 — TOWING

The College maintains its right to tow any vehicle illegally parked on Campus without warning, at the expense of the owner.

Sec. 3 — OBSTRUCTING TRAFFIC

Any vehicle parked on Campus, in such manner as to obstruct the free flow of traffic, or endanger the safety of the public, shall be in violation of this Regulation. FINE: Vehicle will be towed at owner's expense.

Sec. 4 — ABANDONED VEHICLE

Any motor vehicle left on campus for more than five (5) consecutive days without being moved and the owner/driver has not notified the Campus Police Department that the vehicle will not be moved shall be deemed abandoned. Any vehicle parked on campus without current license plates attached, shall also be deemed abandoned. Violators will be towed at owner's expense.

In an effort to control long term parking the owner/driver of any vehicle which will be left parked for an extended period of time, more than five (5) consecutive days without being moved shall report the necessary information to the Campus Police Department immediately.

Sec. 5 — PARKING OF MOTOR VEHICLES ON DELTA COLLEGE PROPERTY

No person shall park, except when necessary to avoid conflict with other traffic, or in compliance with law or directions of a police officer or traffic control device, in any of the following places:

5.01: At any place or location where official signs prohibit parking or stopping, including, but not limited to posted Fire and Emergency Lanes, Bus Stop Zones, Loading and Unloading Zones.

5.02: At any place or location where official signs designate such parking for specific use of handicapped persons or for motor drive cycles, or bicycles.

5.03: On any sidewalk located on the Delta College Campus.

5.04: Within 15 feet of any fire hydrant.

5.05: Upon the curb, grass, land island, traffic islands, or median strips.

5.06: In reserved parking lots without proper authorization.

5.07: On the highway side of any vehicle stopped or parked at the edge or curb of a street.

5.08: Within any intersection, or parked so as to block any public or private driveway.

5.09: Parking on any street or roadway, or shoulder of any street or roadway on the Delta College Campus, is prohibited.

5.10: Parked in such manner as to prevent other vehicles from using legitimate parking spaces, i.e., straddling parking lanes, parked in two spaces, parked parallel to curb, or backed into parking space.

Sec. 6 — CAR POOL PARKING

In an effort to assist the students with fighting the current gas prices a special Car Pooling Area, located in the East Parking Lot, has been established. Permits for car pooling are obtained from the Campus Police Department. To obtain a permit, there must be three (3) or more riders in a car at least three (3) days a week. This special area is strictly enforced every day. A violation will result in a \$5.00 ticket, a second violation will result in the vehicle being towed at the owner's expense.

Sec. 8 — FINES AND PENALTIES

All fines will double if not paid or an appeal filed with the Campus Police Department within 21 days after receipt of a ticket. Once a ticket is put on "hold," after 21 days, a service charge of \$2.00 will then be added. This would increase an original \$2.00 parking ticket to \$6.00 after 21 days.

Sec. 9 — APPEALS

All requests for appeal of Parking and Traffic Tickets should be directed to the Campus Police Department. An appeal form shall be completed by the appellant and forwarded to the Traffic Appeal Board, which shall be composed of three members (1 student; 1 faculty; 1 staff) and shall meet at regular intervals to review appeals and complaints. The Board may either uphold the fine or dismiss the case, and order to release grades and transcripts in accordance with these Regulations. The Board shall also send written notices to individuals with fines outstanding advising them of the penalties. The Board will also review and recommend any changes in these Regulations. The College reserves the right to make any necessary revisions to these Regulations at any time, providing two week notice in the Student and Staff Bulletins prior to becoming in effect.

TRAFFIC REGULATIONS

Sec. 1 — COLLEGE REGULATION

As a condition of the use of College roads and parking facilities, all vehicles upon Delta College property shall be operated in a safe and courteous manner in obedience to all applicable state laws, all posted traffic signs, and directions of Campus Police Officers.

All persons operating a vehicle on this campus must show proper operator's license, registration, and proof of insurance when requested by Campus Police Officers of Delta College, or other Law Enforcement Officers.

Sec. 2 — STATE LAW

Delta College Campus Police Officers, as Bay County Deputy Sheriffs, as well as other State Law Enforcement officials have authority to enforce those provisions of State Law applicable to the Campus. Operators in violation of such provisions will be issued a traffic citation, which will require the violator to appear in the 74th District Court in Bay City.

Applicable provisions include:

OFFENSE

STATUTE

Failure to stop after PI Accident	257.617
Failure to stop after PD Accident	257.618
Driving under influence of liquor or drugs	257.625
Driving while impaired	257.625a
Careless Driving	257.626b
Drag Racing	257.626a
Failed to stop leaving private drive	257.652
Manslaughter	750.324
Negligent homicide	750.325
Reckless Driving	257.626

(Conviction of certain of these offenses may result in points being added to your driving record.)

Sec. 3 — PENALTIES

Members of the Delta College community, in violation of the above Sections 1 and 2, whether or not cited under State Laws, shall be subject to disciplinary action under the College Judicial Process Article.

HANDICAPPED PARKING

The Campus has limited spaces reserved for handicapped drivers. Spaces are assigned on a semester basis. Persons may apply at the Handicap Services (B-116). A doctor's letter describing the severity of handicapped is required.

PROPERTY PROTECTION

Since all parking lots are vulnerable to theft, it is recommended strongly that you do not bring or leave any valuables in your car. The College is not responsible for theft of personal property.

If you must bring valuables, lock them in your trunk, record serial numbers of radios, tapes, etc. Turn off your lights, take your keys, lock your car.

ACCIDENTS

Report all accidents to the Campus Police Department. Exchange information with the other operator. Most accidents occur in parking lots while attempting to park your car. Use care in parking and obeying traffic rules.

CAMPUS POLICE

Contact the Campus Police Department, B-101 East Main Entrance, if you are in an accident, or your vehicle has been entered, or if you need assistance, or want information. The Campus Police Department operates 24 hours a day, 7 days per week. Its officers are Deputy Sheriffs of Bay County and are at Delta for your protection and safety, EXT. 9111.

IMPORTANT NOTICE

Any vehicle parked in a Handicapped Parking Zone; or parked upon the islands, medians, sidewalks, or lane islands, or parked in such manner as to obstruct pedestrian or vehicle movement will be immediately towed away at owner's expense.

DELTA COLLEGE STUDENT COMPLAINT AND HEARING PROCESS

Every effort will be made to first resolve conflicts through informal discussion with the involved parties. If this fails, a written complaint may be filed as outlined below.

A. Complaint

1. A complaint alleging violations of a college rule and/or regulation may be filed in writing against any student through the Office of the Campus Police on a State of Michigan Standard Incident Report form, UD-107. Complaints must be filed within a reasonable length of time. This report shall then be forwarded to the Office of the Vice President of Student Services for action.

2. The Office of the Vice President of Student Services or his or her designee shall take one of the following actions after consultation with the student(s) involved and undertaking other investigations that may be appropriate under the circumstances. The action taken by the Office of the Vice President of Student Services will be communicated to student(s) in writing.

- (a) Dismiss the complaint;
- (b) Conduct an informal hearing and invoke a sanction if the alleged violation is admitted;
- (c) Refer to a Case Review Officer selected from a list prepared by September 1 each year by the Office of the President. The Case Review will be named within three (3) working days of the receipt of the complaint, barring unforeseen circumstances.

B. Case Review

1. Purpose: to consider complaints referred by the Office of the Vice President of Student Services and to recommend appropriate action to be taken by the Office of the Vice President of Student Services.

2. The Case Review Officer will conduct a case review, normally including discussion with all parties involved, prepare a written report, and will recommend one of the following actions be taken by the Office of the Vice President of Student Services:

- (a) Dismissal of the complaint;
- (b) Invocation of a specific sanction;
- (c) Activate the Formal Hearing Panel.

3. The Case Review Officer will make a recommendation within five (5) working days of receiving the complaint, barring extenuating circumstances.

4. Action by the Office of the Vice President of Student Services shall be communicated to the student(s) in writing.

C. Formal Hearing Panel

1. Members of the Formal Hearing Panel shall serve for one year (September 1 through August 31 of the following year) and include:

- (a) A non-voting chairperson designated by the Office of the Vice President of Student Services who has not previously ruled on the case;
- (b) Three students — selected by the Student Senate Committee;
- (c) One faculty member — selected by the Faculty Executive Committee;
- (d) One staff member — selected by the Senate President;
- (e) A sufficient number of alternates shall be designated to assure full panel representation when hearings are scheduled.

2. The Formal Hearing may be requested:

- (a) by the student(s) filing a written request with the Office of the Vice President of Student Services within five (5) working days following notification of the action taken.
- or

- (b) by the Office of the Vice President of Student Services.

3. Within ten (10) working days of the receipt of a written request for a formal hearing, the Office of the Vice President of Student Services shall convene the Hearing Panel.

4. The Formal Hearing Panel will review all previous actions and conduct a formal hearing. Within eight (8) working days, barring extenuating circumstances, the panel shall make a ruling specifying its findings. Such ruling may result in:

- (a) Confirmation of the action of the Office of the Vice President of Student Services;
- (b) Dismissal of all or a portion of the complaint;

(c) Instructions to the Office of the Vice President of Student Services to invoke a specific sanction or initiate other disposition as the Panel deems appropriate under the circumstances.

5. Such decision of the Hearing Panel shall be final except that action involving suspension or dismissal from the College must be ratified by the Office of the President before implementation.

DELTA COLLEGE POLICY FOR POSTING OF ADVERTISEMENTS, AND STUDENT RELATED MATERIALS

Approval of Postings:

Students wishing to post advertisements (i.e. sales items, spring break trip posters, lost & found, etc.) are requested to take the advertisements to either the Vice President of Student Services or the Vice President of Business Affairs for approval of posting. All advertisements will be posted for a maximum of thirty (30) days and will be removed the last working day of every month. Advertisements are limited to twenty-five (25) pieces of material and must be distributed accordingly throughout the designated posting areas. Metal strips in the East and West Halls (Main Building) are reserved specifically for Delta College related materials.

Areas of Postings:

Advertisements may be posted in seven (7) different locations.

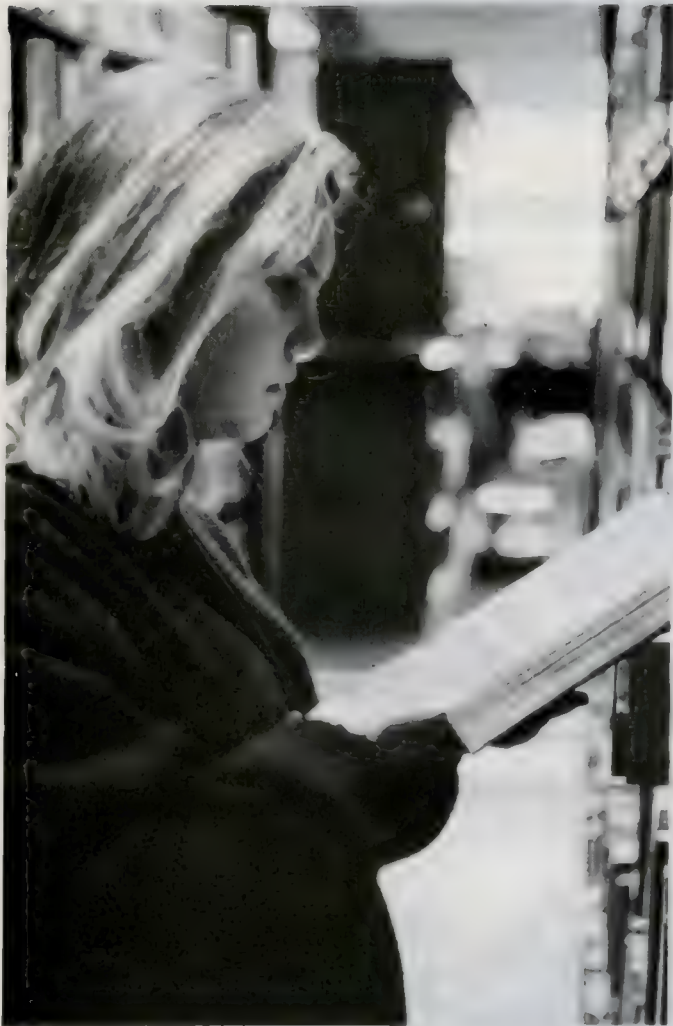
- *The bulletin board in the North Hall (south of the Pioneer Gym);
- *The bulletin board in South Hall (south entrance to Delta College);
- *The bulletin board in the East and West Halls (Main Building);
- *The bulletin board in the Fine Arts Building (S Bldg.);
- *The bulletin board in the Allied Health Building (F Bldg.);
- and
- *The bulletin board in the Delta Commons

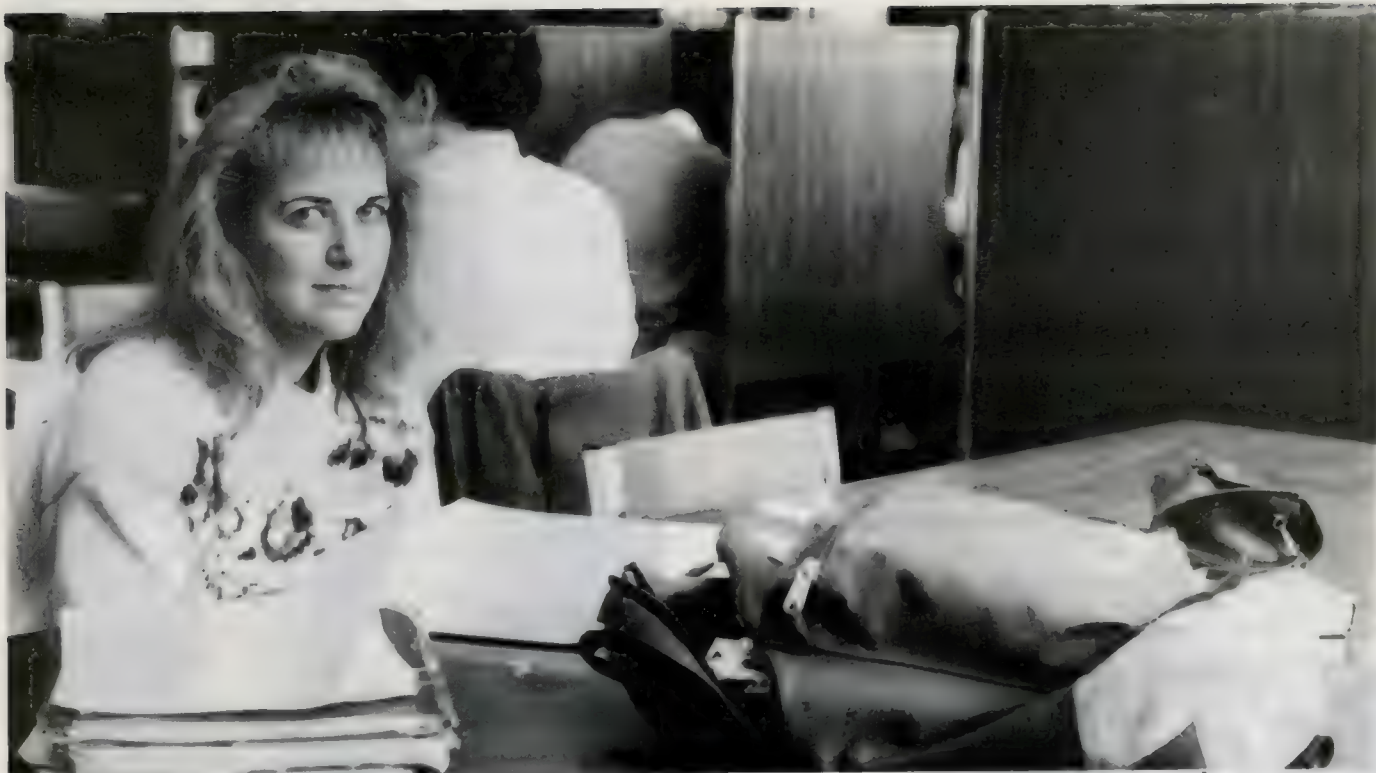
Student advertisements posted in any other location will be removed.

Exceptions:

The exception to the above will occur during the two weeks preceding a Student Senate election when candidates for Student Senator will be allowed to post election material throughout the college. materials must be removed the day following the election. Other exceptions will be at the discretion and approval of either the Vice President of Student Services or the Vice President of Business Affairs.







SECTION III

ACADEMIC PROGRAMS AND COURSES

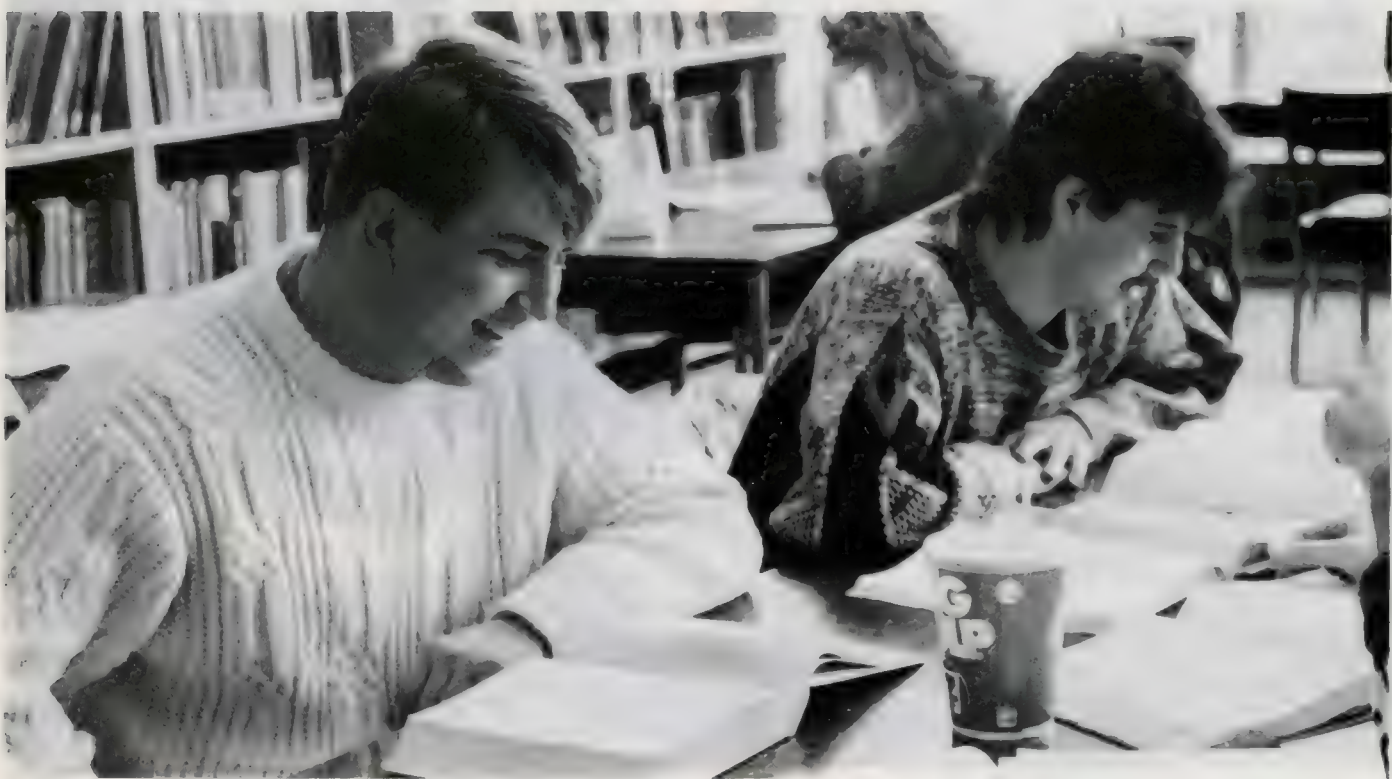
Transfer Programs
and Procedures

Occupational Certificate
& Associate Degree
Programs

Skilled Trades
Programs

Academic Courses:
General Information





TRANSFER PROGRAMS & PROCEDURES

If you wish to pursue a baccalaureate degree, Delta College offers the first two years of study needed to fulfill the basic freshman and sophomore requirements of most programs offered by baccalaureate graduate institutions. Delta College offers you: The advantages of lower costs; smaller classes; individual attention; excellent instruction; and the opportunity to improve reading, composition, mathematics, and study skills.

TRANSFER CURRICULA

The transfer programs/curricula at Delta College are a cooperative effort between the community college and the senior institutions. It is important for you as a community college transfer student to seriously consider and investigate the four year institutions since they do differ in size; location; programs of study including majors and minors offered; cost; academic atmosphere; etc. The closer you can match abilities, interests and personal needs to a particular university, the better your chances are for success. It should be recognized that even though programs/curricula titles may be the same, the course requirements from one university to another may be different. Professional counselors are available at Delta College to assist you in choosing your university and in planning your transfer programs.

Detailed curricula guidesheets listing suggested Delta courses and providing career information and admission specifics are available from the Counseling Center for the following transfer programs. (Other transfer programs not listed can be individually developed with a counselor.)

Code	Program Title	Code	Program Title
01	Agriculture	61	Journalism/English Majors
04	Architecture, Pre	62	Law, Pre
44	Art Education/Art Majors	90	Liberal Arts
69	Biology	73	Medicine/Osteopathy, Pre
15	Business Administration	74	Medical Technology, Pre
45	Business Education	76	Mortuary Science, Pre
68	Chemistry	52	Music Education/Music Majors
53	Computer Science	77	Nursing, pre (BSN)
19	Data Processing	80	Occupational Therapy, Pre
70	Dentistry, Pre	81	Optometry, Pre
A3	Dietetics	82	Pharmacy, Pre
42	Drama/Theater/Speech	83	Physical Therapy, Pre
46	Elementary/Pre-School Education	84	Psychology
55	Engineering, Pre	48	Secondary Education
41	Foreign Language Majors	88	Social Work/Sociology
58	Forestry/Natural Resources/Conservation	49	Special Education
57	Geology/Geography	86	Veterinary Medicine, Pre
38	Home Economics		
50	Industrial Arts Education		

TRANSFER DEGREE REQUIREMENTS

Virtually all baccalaureate degrees require a variety of courses in English, Humanities, Natural Sciences and the Social Sciences. These courses serve to broaden your intellectual background regardless of the specific career area in which you may be interested. This grouping of courses is generally referred to as "general education or basic studies." Specific acceptable courses in each category may vary somewhat from one university to another, therefore, you should plan your transfer program with the assistance of a counselor.

Delta College maintains up-to-date information and continuous liaison with the universities in Michigan regarding their requirements for transfer. These curricula and university guidesheets are available in Delta's Counseling Center. **It is your responsibility to be aware of transfer requirements.** You should work closely with a Delta College counselor and consult the transfer institution catalog to insure that planned course work is appropriate for your program.

TRANSFERABILITY OF DELTA COURSES

Based upon information provided to Delta College from the major Michigan public four-year universities, Delta's Counseling staff has developed a listing that provides specific information about how Delta courses will transfer. Transferability of Delta courses depends basically upon: (1) the school to which you transfer; (2) your program or major; (3) the grade received in the course.

You can review in the Counseling Center a printed copy of how your Delta courses should be accepted at the college to which you are transferring. Michigan universities for which transfer course information is available are: Central Michigan; Eastern Michigan; Ferris State; Grand Valley State University; Lake Superior State University; Michigan State; Michigan Technological; Northern Michigan; Oakland; Saginaw Valley State University; University of Michigan-Ann Arbor; University of Michigan-Flint; and Western Michigan.

There is a limit to the number of credits you may transfer to a university. This is generally sixty-two (62) semester hours of transferable credit or half the total number of credits required for the baccalaureate degree. Transferability of Delta College courses is dependent upon applicability to the specific transfer program and the grade earned. Courses that parallel those offered by the transfer institution are generally accepted if a C (2.0) grade minimum is earned. You are advised to check with a counselor for a credit evaluation of specific courses.

TRANSFER PROCEDURES

It is important that you select as early as possible the institution to which you plan to transfer because schools differ markedly as to curricula offered and their corresponding requirements. If you plan to attend another college after the completion of your sophomore year at Delta College, you should:

1. Investigate carefully both the entrance and degree requirements of the institution to which you plan to transfer. Basic guidesheets and catalogs for most Michigan universities are available in the Counseling Center.
2. Discuss transfer programs with a Delta College counselor responsible for your curricula.
3. Confer with transfer institution admission office personnel who visit Delta College. Times, dates and places will be posted outside the Counseling Center and announcements made in the weekly college Bulletin relative to scheduled visits.
4. Apply for transfer admission well in advance of the anticipated date of transfer. Many Michigan university admission applications are available in Delta's Counseling Center.
5. Request Delta's Registrar's Office to send an official copy of your Delta College transcript to the transfer institution.

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.



STATEWIDE COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement was established to improve transfer student articulation between two year and four year universities in Michigan. Delta College is a participant in this agreement with the following four year institutions:

- | | |
|-------------------------------|------------------------------------|
| *Adrian College | Lake Superior State University |
| Albion College | *Lawrence Institute of Technology |
| *Alma College | *Madonna College |
| Aquinas College | *Michigan State University |
| Calvin College | *Michigan Technological University |
| Central Michigan University | Nazareth College |
| *Cleary College | Northern Michigan University |
| Detroit College of Business | Northwood Institute |
| Eastern Michigan University | *Oakland University |
| Ferris State University | Olivet College |
| *General Motors Institute | Saginaw Valley State University |
| Grand Valley State University | *Siena Heights College |
| *Hope College | Spring Arbor College |
| *Kalamazoo College | *Western Michigan University |

Four year colleges and universities which have attached provisos to their agreement are indicated by an asterisk (). Usually these can be satisfied after transferring. These provisos can be obtained from the Delta College Registrar or from the senior institution.

This agreement provides that if you complete the Associate in Arts or Science Degree or all the following requirements at Delta College and are accepted as a transfer student by one of the above schools, you will have satisfied the basic general education requirements of that four year school. The specific requirements of the MACRAO agreement are:

- | | |
|---|------------------|
| 1. English Composition | 6 Semester Hours |
| 2. Humanities (in at least 2 subject areas) | 8 Semester Hours |
| 3. Social Sciences (in at least 2 subject areas) | 8 Semester Hours |
| 4. Natural Sciences (in at least 2 subject areas) | 8 Semester Hours |
- (must include at least 1 lab course)

Acceptable courses are specified under the "Associate Degree Requirements" section in this catalog.

Transcripts of Associate in Arts or Science Degree graduates will automatically indicate MACRAO AGREEMENT requirements were fulfilled. Non-graduates must request the Registrar's Office to have the MACRAO AGREEMENT put on their official transcript if requirements were fulfilled.

ACADEMIC OCCUPATIONAL PROGRAMS

Many educational programs offered at Delta College are designed to prepare you for immediate employment in the job market. These occupational curricula provide you with the necessary skills and knowledge required for entry level positions in a particular career field. In addition, most programs are diversified sufficiently to create some social and economic awareness. Attending full time, you can complete most certificate programs in one year and the majority of associate degree programs in two years.

Individual curriculum guidesheets, providing career information and outlining required and recommended courses, for all of Delta's occupational academic programs are available in the Counseling Center.

OCCUPATIONAL CERTIFICATE PROGRAMS (curricula code numbers and program titles)

Code	Curricula Titles
99	Automotive Service Technology
64	Child Development
T4	CNC Machine Programmer/Operator
B6	Dental Assisting
C9	Electronic Service Technology
75	Emergency Medical Technician, Advanced/Paramedic
56	Industrial Supervision
C1	Information Processing
D1	Legal Assistant
A1	Machine Tool Operations
T2	Mechanical Drafting
34	Office Clerk
T5	Pre-Press Lithography Technician
60	Residential Construction
26	Stenographic
HO	Surgical Technology
C6	Welding Specialist

DELTA COLLEGE RESERVES THE RIGHT TO ALTER, ADD OR DELETE BEFORE EXPIRATION OF THIS CATALOG, OCCUPATIONAL CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS AS WELL AS PROGRAM REQUIREMENTS.

HONORS PROGRAM: An academic Honors Program for eligible, interested students is available. Detailed information is printed in Section 1 of this catalog.

Occupational curricula are divided into two categories: (1) Certificate programs and (2) Associate Degree programs. Certificate programs are designed to meet job requirements in the shortest period of time and may include only technical courses. Associate Degree programs are broader in scope and include varying numbers of General Education and support courses. When these programs are successfully completed, a certificate or diploma is awarded.

Most occupational programs are not specifically designed for transfer purposes to baccalaureate degree-granting institutions. Transfer of all credits earned should not be expected.

OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS (curricula code numbers and program titles)

Code	Curricula Titles	Code	Curricula Titles	Code	Curricula Titles
11	Accounting	HH	Dental Hygiene (Preclinical)	35	Management, Marketing
02	Agricultural Enterprise	92	Electronic Engineering Technology	12	Management, Office
03	Architectural Technology	65	Emergency Medical Technician, Advanced/Paramedic	27	Management, Retail Mid-
10	Automated Manufacturing Technology/Robot Technology	36	Fashion Merchandising	21	Management, Small Business
T6	Automated Manufacturing Technology/Computer Integrated Manufacturing	25	Financial Institution Management/Banking	AO	Mechanical Design Technology
T7	Automated Manufacturing Technology/Machine Intelligence	C8	Financial Institution Management/Savings and Loan	93	Mechanical Engineering Technology
97	Automotive Service Technology	FT	Fire Fighter Technician	32	Medical Assisting
43	Broadcasting & Telecommunications	FP	Fire Investigation/Prevention	B7	Medical Secretarial
63	Child Development	FE	Fire Science/EMT	HN	Nursing, R.N. (Preclinical)
22	Clothing Specialist	FI	Industrial Security/Fire Safety	D5	Office Professional
T3	CNC Machine Programmer/Operator	54	Industrial Supervision	HP	Physical Therapist Assistant (Preclinical)
16	Computer Information Systems/Accounting	37	Interior Design	HX	Radiography (X-Ray) (Preclinical)
17	Computer Information Systems/Computer Application Specialist	D2	Legal Assistant, Associate in Arts	59	Residential Construction
18	Computer Information Systems/Programming	D3	Legal Assistant, Associate in Business	HR	Respiratory Therapy (Preclinical)
23	Criminal Justice	D4	Legal Assistant, Legal Assistant Management	ST	Skilled Trades Apprenticeship
72	Dental Assisting	31	Legal Office Professional	HO	Surgical Technology (Preclinical)
		B9	Machine Tool Operations	C3	Welding Technology
		20	Management, General		

SHORT TERM OCCUPATIONAL TRAINING PROGRAMS (NON-ACADEMIC)

Community Health Programs (686-9418)

Ward Clerk/Medical Data Specialist
Nursing Assistant/Home Health Aide
Phlebotomist Training

Home & Family Living (686-9417)

Bakery Design Training I
Bakery Design Training II
Basic Modeling Course—Female
Cash in on Your Sewing Skills
Catering
CDA—Training
Companion Training Program
Cook's Training
Elder Care—Companion Program
Establishing a Catering Business
Exploring Careers in the Travel Industry
Family Day Care for Nannies
Floral Design Training I
Floral Design Training II
Furniture Refinishing Skills
Internship I
Internship II
Nanny Program
Restaurant Management
Training for Bartending
Travel Agent Training Program
Upholstery I
Upholstery II

Vocational Technical Division (686-9419)

Fundamentals of Refrigeration/Air Conditioning
Refrigeration/Air Conditioning II Domestic
Refrigeration/Air Conditioning II Commercial
Basic Electricity
Fundamentals of Heating I
Heating II
Plumbing Theory I
Plumbing II
Plumbing V BOCA Code
Electricity I—Basic
Small Engine Repair

(For Additional Information See Section IV, Community Affairs)



ACADEMIC COURSES

COURSE DESCRIPTIONS

1. **BRIEF COURSE DESCRIPTIONS ARE PROVIDED IN A PUBLICATION SEPARATE FROM THIS CATALOG. THAT PUBLICATION IS UPDATED AND PRINTED ANNUALLY (EACH SPRING).** You should read this material carefully to be sure you are qualified to take the course and that the course content meets your needs and interests. Students wanting additional information may contact the chairperson of the division which offers the course or the course instructor.

2. Teachers often give supplemental course information (i.e. class outline, syllabus, tasks and competencies, etc.), during the first week of classes so students will know specific course procedures, grading criteria and course objectives. Circumstances such as illness, inclement weather, class composition and size or the introduction of timely material may necessitate some adjustments. The college recognizes the right of the faculty member to exercise professional judgment in making such adjustments.

COURSE ACCEPTANCE/APPROPRIATENESS

1. Numbers and titles of all required courses for each of the Delta College occupational certificate and associate degree programs are listed in this catalog. Individual curricula guidesheets are also available in the Counseling Center, located between J and K wings.

2. Courses acceptable within the Humanities, Social Science, Science Group Requirements for the Associate in Arts or Science Degrees are listed in Section II of this catalog.

3. Transferability of courses to other colleges is dependent upon applicability to a specific transfer program and the grade earned. Courses that parallel those offered by another college are generally accepted if a C (2.0) grade minimum is earned. You are advised to consult with a Delta College counselor about transfer college acceptance of specific courses as well as check the individual transfer curricula guidesheets available in the Counseling Center.

HOME STUDY COURSES

The "Home Study Course" option is an alternative to the structural classroom approach. Under this program the student and the instructor make arrangements for the work to be covered and procedures to be followed. Most of the instructional activity is carried on through mail-in and return materials. There may also be frequent telephone contacts between students and instructor along with some individual or small group discussion meetings within the semester. Similar course topics are covered as in the regular classroom setting.

At the present time "Home Study Courses" are offered in English, Sociology, Political Science, and Industrial Drafting. Such courses can be enrolled in throughout the year, and there is a one-year completion time limit. Information about these courses is available at the Registration Center.

DELTA COLLEGE RESERVES THE RIGHT TO ALTER, ADD OR DELETE BEFORE EXPIRATION OF THIS CATALOG, COURSE NUMBERS, TITLES, CREDIT HOURS, LECTURE AND/OR LAB HOURS, AND DESCRIPTIONS, AS WELL AS CHANGE WHEN COURSES ARE OFFERED.

NON-ACADEMIC CREDIT (continuing education) COURSES OFFERED BY THE COMMUNITY AFFAIRS DIVISION ARE DESCRIBED IN THEIR "CLASS SCHEDULE BOOKLET" WHICH IS PUBLISHED PRIOR TO THE BEGINNING OF EACH SEMESTER.

INDEPENDENT STUDY COURSE INFORMATION

1. "Independent Study" refers to enrollment in an appropriately designated, variable-credit course for a specific plan of study, authorized and supervised by a consenting faculty member. Independent Study is not a substitute for regular courses, but an enrichment opportunity. Normally, it is a project designed to allow students to investigate an area of interest not within the scope of a regular course, to probe more in depth than is possible in a regular course, or to obtain an educational experience outside than normally offered by a regular course.

2. Guidelines for an Independent Study Course are:

- a. **Proposals for Independent Study:** The Independent Study project is normally student-initiated. Early interaction with faculty is essential in the development of a mutually-acceptable project description. At a minimum, such a description should contain an outline of the study topic, specification of the work to be done and the materials to be read, the credit to be given, the type and frequency of faculty-student contacts, and a statement of the evaluative criteria to be used by the faculty member.
- b. **Approval Process:** The faculty member must accept and approve the project, and then submit the agreed-upon proposal on the appropriate form to the department chairperson for approval. The granting of approval by the department chairperson may involve considerations, such as faculty workload, which go beyond the merits of the project. If the chairperson approves, he/she then submits information copies of the form to the associate dean and the Registrar. The Registrar will accept registrations for the project when the authorization form is received.
- c. **Faculty Responsibility:** Independent Study is basically a tutorial process, necessarily involving substantial faculty participation.
- d. **Student Responsibility:** A student is on his/her own when pursuing an Independent Study in that it involves no class meetings or formal lectures, but the faculty member is the responsible custodian of the project, obliged to provide guidance, assistance, criticism, suggestion, and evaluation.
- e. **Variable Credit:** With faculty approval, credit may vary from one to six credits.

COURSE SUBJECT AREAS

Abbreviation: Subject area abbreviation that appears on your grade report and official transcript.

ABBREVIATION	SUBJECT AREA		
ABS	Applied Behavioral Science	HIS	History
ACC	Accounting	HSC	Health Science
AGR	Agricultural Enterprise	ID	Interior Design
AH	Allied Health	IHU	Interdisciplinary Humanities
AIB	American Institute Banking	IS	Industrial Supervision
ARC	Architectural Technology	LIB	Library Science
ART	Art	LR	Labor Relations
AUT	Automotive Service	MA	Medical Assistant
AVI	Aviation	MFG	Manufacturing Technology
BIO	Biology	MS	Machine Tool Operations
BRT	Broadcasting/Telecommunications	MT	Mechanical Technology
CAD	Computer Assisted Design	MTH	Mathematics
CD	Child Development	MUS	Music
CHM	Chemistry	NUR	Nursing
CIS	Computer Information Systems	OSE	Office Systems Education
CNC	Computer Numerical Control	PE	Physical Education Activity
CPS	Computer Science	PEH	Physical Education & Health Education Ther
CED	Cooperative Education	PHL	Philosophy
CRM	Credit Union	PHO	Photography
CJ	Criminal Justice	PHY	Physics
DA	Dental Assisting	POL	Political Science
DD	Developmental Disabilities	PSC	Physical Science
DH	Dental Hygiene	PSY	Psychology
DRF	Drafting	PTA	Physical Therapist Assistant
ECN	Economics	RAD	Radiography
ED	Education	RC	Residential Construction
EET	Electronic Engineering Technology	RHA	Refrigeration, Heating & Air Conditioning
EST	Electronic Service Technology	RT	Respiratory Therapy
EMT	Emergency Medical Technician	RUS	Russian
ENG	English	SA	Substance Abuse
FM	Fashion Merchandising	SOC	Sociology
FR	French	SPA	Spanish
GB	General Business	SPH	Speech/Oral Communications
GE	German	ST	Surgical Technology
GEO	Geography	TW	Welding/Technical
GLG	Geology		
GR	Gerontology		



ACCOUNTING

ACCOUNTING/Associate in Business Studies Degree

As a graduate of Delta's Accounting associate degree program, you will have the skills to be a junior accountant. Complexity of the work will vary with the size and volume of the employees activities and the firms procedures. Most starting jobs will involve tasks such as: keeping records of day to day business transactions; making entries in account ledgers; monitoring cash receipts and disbursements; processing appropriate budgetary costing procedures; preparation of balance sheets and materials needed for financial reports. As you gain experience, you could assume more accounting type work which involves analyzing financial reports and advising management.

General Education Courses	Sem Hrs
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government OR	
HIS 103 A History of American Government OR	
POL 111 American Government and Politics	3-4
PSY 101 Applied Psychology OR	
SPH 112 Fundamentals of Oral Communications OR	
SPH 114 Interpersonal Communications	3
-----General Electives	6
	14

Business Courses	Sem Hrs
*ACC 211 Principles of Accounting I	4
*ACC 212 Principles of Accounting II	4
*ACC 214 Microcomputer Accounting Applications	4
*ACC 215 Federal Cost Accounting	3
*ACC 223 Accounting Practices	4
*ACC 224 Intermediate Accounting/Equities	4
*ACC 233 Cost Accounting	3
*CIS 133 Introduction to Computer Information Systems	4
*ECN 221 Principles of Economics I	4
GB 153 Introduction to Business	3
GB 251 Business Law I	3
*OSE 151 Business Communications I	3
*OSE 152 Business Communications II	3
OSE 170 Keyboarding I: Keyboard	2
	48

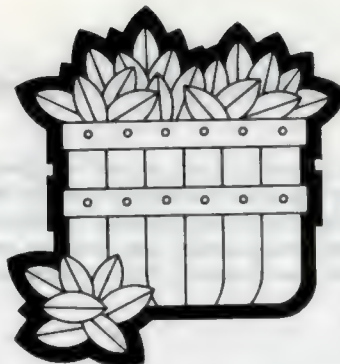
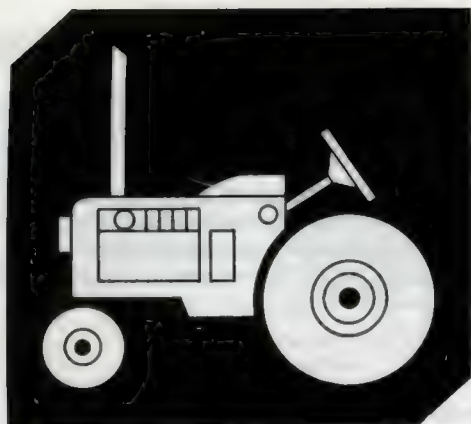
You should discuss with a counselor the best order in which to schedule these courses.

NOTATIONS:

1. Placement in typing depends upon your ability when beginning this program. Upon demonstration of equivalent typing skills, OSE 170 may be waived and an elective course substituted. Waiver applications and/or credit by examination information may be obtained from a counselor.
2. Should you want to transfer to another college to receive a baccalaureate degree, you are advised to consult with a counselor about transfer college requirements and follow the Delta College Business Administration curriculum guidesheet.
3. Courses with an * must be completed with a C (2.0) minimum grade.

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.



AGRICULTURAL ENTERPRISE

AGRICULTURAL ENTERPRISE/Associate in Business Studies Degree

More than almost every other occupation, the American farmers of today are directly affected by national and world events. The governments of the world, their policies, the country's relative economic conditions, their technologies, weather conditions, all impact the American farmers' demand and price for their products, and ultimately their well-being.

To compete in national and world markets, there is a need to understand the complex conditions which shape those markets. The farmers must constantly seek improvements in their own operation in order to become more efficient. They need to operate within a narrow range with rising costs of supplies and services on the one hand and pressures to keep prices for their produce down on the other.

This program was developed with the part-time student in mind. It may not be possible to complete the AGR courses within two years.

Business Core Courses	Sem Hrs
CIS 133 Introduction to Computer Information Systems	4
ECN 221 Principles of Economics I	4
GB 110 Business Mathematics	3
GB 153 Introduction to Business	3
*OSE 151 Business Communications I	3
*OSE 152 Business Communications II	3
PE Physical Education Activity	1
PE Physical Education Activity	1
POL 103 Introduction to American Government	3

25

Agricultural Business Core Courses	Sem Hrs
AGR 150 Computers in Agriculture	2
AGR 160 Agribusiness Management OR GB 131 Small Business Management I	3
AGR 205 Agricultural Marketing - Domestic & Global	3
AGR 210 Agricultural Finance	3
AGR 215 Agribusiness Law	2

13

--- Agriculture Science & Technology Electives	15
**--- Open Electives	9

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62

Electives may be chosen from the following:

Agricultural Science & Technology Courses	Sem Hrs
AGR 220 Soil Science	3
AGR 225 Agricultural Pests & Pesticides	3
AGR 230 Corn and Soybeans	2
AGR 232 Beets and Dry Beans	2
AGR 240 Woody Plant Identification I	3
AGR 241 Woody Plant Identification II	3
AGR 243 Tree Maintenance	3
AGR 245 Floriculture	2
AGR 246 Landscape Design	2
AGR 250 Agricultural Machinery & Technology	4
AGR 252 Agricultural Hydraulics	2
AGR 254 Tillage & Planting Systems	2
AGR 260 Food Processing	2
AGR 264 Michigan Livestock Production	2

NOTATIONS:

- * 1. Students planning to transfer to another institution may opt to take English 111 and 112.
- ** 2. Up to 6 credits may be granted for documented work experience in the production or agribusiness sector. Up to 3 credits may be granted for documented participation in accredited workshops or seminars conducted by the County Extension Service.
- 3. Students **planning to transfer** to a Bachelors degree should consult with the counselor to select appropriate Social Science, Science and Humanities classes.

You should discuss with a counselor the best order in which to schedule these courses.

ARCHITECTURAL TECHNOLOGY

ARCHITECTURAL TECHNOLOGY/Associate in Applied Science Degree

Architectural Technicians may assist licensed architects, construction engineers, urban planners and other design personnel in most all phases of the development of a building or site projects. This program has an emphasis on job entry skill development for employment in occupations such as: draftsman for installation and shop drawings; building appraiser for financial institutions or real estate firms; estimators or supervisor for contractors; inspectors for government agencies.

General Education Courses	Sem Hrs
ART 111 Drawing 1	3
ART 251 History of Architecture	2
ENG 111 College Composition I	3
ENG 112 College Composition II OR	
ENG 113 Technical Writing	3
MTH 111 Applied Algebra OR	
MTH 113 Applied Trigonometry I OR	
MTH 119 Intermediate Algebra	4
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	3
-----Elective Courses (see list below)	6
	26

Technology Courses	Sem Hrs
ARC 101 Materials & Methods of Construction	3
ARC 105 Architectural Drafting I	4
ARC 106 Architectural Drafting II	3
ARC 107 Architectural Computer and CAD Applications	3
ARC 111 Mechanical and Electrical	3
Equipment for Buildings	
ARC 204 Estimating/Building Construction/Contracts	3
ARC 205 Architectural Drafting III	3
ARC 206 Architectural Drafting IV	3
ARC 207 Architectural Presentation Drawings	3
ARC 211 Elements of Structural Design	3
ARC 221 Site Preparation	3
ARC 110 CAD System Orientation OR	
CAD 110 CAD/CAM System Orientation	2
	36

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62

Electives may be chosen from the following, or as approved by a Counselor or Architectural Technology Faculty:

ARC 140 Introduction to Landscape Architecture
 ARC 200 Spatial Analysis and Presentation
 ARC 212 Theory and Practice of Structural Steel Design
 ARC 231 Concrete Fundamentals
 ARC 254 Earth Sheltered Housing Design
 ART 112 Drawing II
 ART 115 Basic Design - Two Dimensional
 ART 116 Basic Design - Three Dimensional
 CED 125 Cooperative Education I
 CED 126 Cooperative Education II
 CIS --- Any Computer Information System Course
 CPS --- Any Computer Science Course
 ENG 112 College Composition II
 ENG 113 Technical Writing
 GB 131 Small Business Management
 GB 145 Principles of Sales
 GB 153 Introduction to Business
 GB 251 Business Law I
 MTH 111 Applied Algebra
 MTH 113 Applied Trigonometry
 MTH 119 Intermediate Algebra
 MTH --- Any Math Course 119 or higher
 PHO --- Any Course in Photography
 RC --- Any Residential Construction Course

NOTATIONS:

1. The Architectural Technology program is designed for starting in the Fall semester as course ARC 105 is only offered each Fall. Courses ARC 105, 106, 205 and 206 must be taken in sequential order. For information about day and/or evening availability of courses contact a technical careers counselor.

2. This program prepares you for a technical level career but is also transferable to baccalaureate degree programs in Architecture. If you want to become an architect you are advised to consult with a counselor about transfer requirements.

3. ART 251 is offered only in the winter semester.

DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

See guidesheet (copy available from Counseling Center which is current)

You should discuss with a counselor the best order in which to schedule these courses.

AUTOMATED MANUFACTURING TECHNOLOGY

AUTOMATED MANUFACTURING TECHNOLOGY

Associate in Applied Science Options: Computer Integrated Manufacturing; Machine Intelligence; Robot Technology

Manufacturing nationwide is experiencing massive changes to remain competitive in world markets. Companies are automating their assembly, machining and manufacturing processes at an ever increasing rate. This requires higher skills and technical knowledge of the technicians and supervisors working in this automated environment.

Manufacturing technicians work equally with men, machines, and processes, typically in departments such as Production Planning and Control, Materials Handling, or Quality Control. Supervisors are responsible for the output of other workers at the department level. They supervise the day-to-day operation, train new workers, make out work schedules, and keep records. Robotics technicians service, program, and monitor the automated machinery, robots, and automated guided vehicles throughout the plant. This requires a strong background in electronics, hydraulics, pneumatics, mechanics, and numerical control.

**Many courses have prerequisites:
see current course description booklet**

Core Courses	Sem. Hrs.
MFG 111 Manufacturing Processes	3
MFG 241 Six Tools of SPC	1
ROB 103 Robotic Components	3
MS 114 Machine Tools	3
CNC 160 CNC Programming I	3
MT 220 Introduction to Fluid Power	3
EET 235 Electrical Circuits	4
MTH 111 Applied Algebra	4
MTH 113 Applied Trigonometry	4
PHY 101 Applied Physics OR	
PHY 111 General Physics I	4
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
POL 103 Introduction to American Government	3
PE --- Physical Education Activity	1
PE --- Physical Education Activity	1
Total Credits For Core Courses	43

Option Courses (Must be taken from options list)

Total Credits for Option Courses	<u>22</u>
Total Credits for Associate Degree	65

Computer Integrated Manufacturing Systems Option

MFG 120 Material Handling	2
MFG 124 Group Technology	2
MFG 212 Manufacturing Cell	2
MFG 216 Factory Automation	2
MFG 244 Statistical Process Control I	3
DRF 120 Beginning Industrial Blueprint Reading	2
CAD 110 CAD/CAM System Orientation	2
--- Electives from other Automated Mfg. Options	<u>7</u>
Total Credits For Option Courses	22

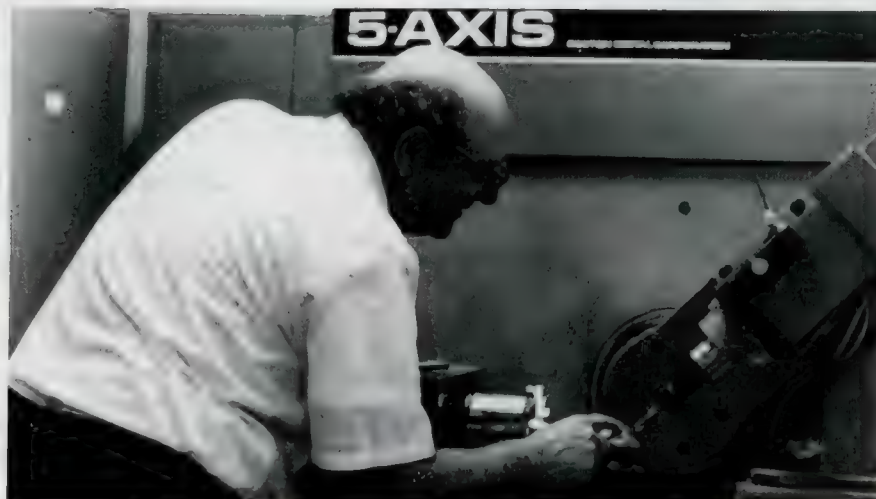
Machine Intelligence Option

ROB 203 Robot Programming Languages	2
ROB 204 Robot Sensors & Controls	2
ROB 223 Fluid Control for Automated Machinery	2
ROB 263 Automated Systems Lab	3
CIS 133 Introduction to Computer Information Systems	4
CIS 265 Introduction to "C" Programming	3
CPS 140 BASIC Programming for Math	2
EET 236 Introduction to Industrial Controls	4
Total Credits For Option Courses	22

Robot Technology Option

ROB 203 Robot Programming Languages	2
ROB 204 Robot Sensors & Controls	2
ROB 223 Fluid Control for Automated Machinery	2
ROB 263 Automated Systems Lab	3
CPS 140 BASIC Programming for Math	2
EET 236 Introduction to Industrial Controls	4
--- Electives from other Automated Mfg. Options	<u>7</u>
Total Credits For Option Courses	22

NOTE: Delta College Reserves the Right to Modify
Curriculum Requirements.



AUTOMOTIVE SERVICE

AUTOMOTIVE SERVICE TECHNOLOGY/Certificate

All students must complete both AUT 100 Introduction to Automotive Service and AUT 108 Introduction to Automotive Electronics with a minimum grade of "C" (2.0) prior to enrolling in any other automotive course.

Automotive Service Courses	Sem Hrs
Introductory Automotive	
AUT 100 Introduction to Automotive Service	3
AUT 108 Introduction to Automotive Electronics	3
	<u>6</u>
1st Automotive Cluster	
AUT 110 Auto Elect I	4
AUT 112 Engine Service	6
AUT 114 Brake System Service	5
	<u>15</u>
2nd Automotive Cluster	
AUT 120 Driveline Service	6
AUT 122 Auto Trans. Service	8
	<u>14</u>
3rd Automotive Cluster	
AUT 210 Auto Elect. II	3
AUT 212 Suspension Syst. Serv.	7
AUT 214 Heating/Air Cond. Serv.	5
	<u>15</u>
4th Automotive Cluster	
AUT 220 Elect. Systems Serv.	2
AUT 222 Fuel System Serv.	6
AUT 224 Engine Perf. Serv.	6
	<u>14</u>
Service Internship	
AUT 260 Auto Service Skills	1
Certificate Requirements	
Intro to Automotive Service	3
Intro to Automotive Electronics	3
Two Automotive Clusters	28-30
*Automotive Service Skills	1
	<u>35-37</u>

TOTAL CREDITS FOR CERTIFICATE 35-37

Minimum certificate requirements include completion of two clusters. You are, however, encouraged to complete more than just two clusters.

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

AUTOMOTIVE SERVICE TECHNOLOGY/Associate in Applied Science Degree

In addition to being trained to enter the automotive services field as a service technician, parts room specialist or service writer in a specialty area, by completing the associate degree you will have a broader based education which will also prepare you to continue toward a higher career goal such as a baccalaureate degree.

To earn an Associate Degree you must complete all Certificate requirements listed previously plus at least one additional automotive cluster, and the general education courses.

General Education Courses	Sem Hrs
GB 110 Business Mathematics OR	
MTH --- Algebra I or higher	3
ENG 101 Applied English Skills OR	
ENG 111 & 112 College Composition I & II	5, 6
PE --- Physical Activity Elective	2
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3, 4

TOTAL CREDITS FOR GENERAL EDUCATION 16-18

Associate Degree Requirements	Sem Hrs
Introduction to Automotive Service	3
Introduction to Automotive Electronics	3
Three Automotive Clusters	43-44
*Automotive Service Skills	1
General Education Courses	16-18

TOTAL CREDITS FOR ASSOCIATE DEGREE 66-69

NOTATIONS:

1. Many courses have prerequisites: see current description booklet.
2. *The selection of an Automotive Service Skills internship is done after consulting with the automotive faculty.
3. The minimum Associate Degree requirements include completion of three clusters. You are encouraged to complete all four automotive clusters.
4. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.

BROADCASTING

BROADCASTING AND TELECOMMUNICATIONS/Associate in Applied Science Degree

The curriculum is divided into two tracks of career focus: television and radio. Delta College owns and operates public television stations WUCM-TV Channel 19 and WUCX-TV Channel 35, both affiliated with national and regional educational networks. Delta College also operates, in conjunction with Central Michigan University, public radio station WUCX-FM 90.1, affiliated with national public radio program networks. In addition to these broadcast facilities, Delta College operates a student television production studio and an audio production studio shared by broadcast and student use. These Delta Broadcasting facilities provide students with practical experience under laboratory and real-time operating conditions. Students learn to operate sound, recording, and transmitting equipment; become involved in production activities; are exposed to program producing, directing, and performance; and learn principles and techniques of many specialty areas in the fields of broadcasting and telecommunications. The Broadcasting and Telecommunications (BRT) program prepares students with the fundamental information and experience necessary for entry-level positions in these communication and information industries.

Broadcasting and Telecommunications students must complete all required courses and select four courses in one of the career tracks. Discussion with the Broadcasting and Telecommunications counselor is recommended for the selection of courses and the best order in which to schedule the courses.

Required General Education Courses	Sem Hrs
ECN 221 Principles of Economics I	4
ENG 111 College Composition I	3
ENG 112 College Composition II	3
GB 153 Introduction to Business	3
PE Elective Activity	1
Pe Elective Activity	1
POL 103 Introduction to American Government	3
SPH 112 Fundamentals of Oral Communication	3

Required Broadcast and Telecommunications Core Courses	Sem Hrs
BRT 149 Television Studio Operations	3
BRT 150 Broadcast Writing	3
BRT 153 Broadcast Performance	3
BRT 156 Audio Operations I	3
BRT 177 Telecommunications Facilities Organizations	4
BRT 220 Broadcast History, Law, and Responsibility	4

General Electives (May be selected from Non-BRT courses)	Sem Hrs
.....	9

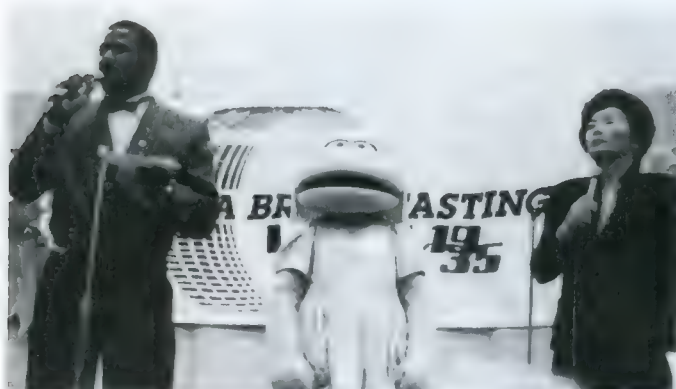
Television Track	Sem Hrs
BRT 154 Television Studio Operations II	3
BRT 157 Television Field Production	3
BRT 222 Broadcast Journalism	3
BRT 251 Television Producing and Directing OR	
BRT 257 Advanced Television Field Production	3

Radio Track	Sem Hrs
BRT 222 Broadcast Journalism	3
BRT 230 Broadcast Audio Production	3
BRT 232 Radio New Production	3
BRT 234 Music Programming Workshop OR	
BRT 256 Audio Operations II	3

Other Elective BRT Courses From Which Selections May Be Made	Sem Hrs
BRT 227 Broadcast Sales	3
BRT 260 Assistant Director I	2
BRT 261 Assistant Director II	2
BRT 270 Current Trends and Issues - Seminar	2
BRT 277 Communication Technology and Society	3

NOTATIONS:

1. This program is considered a "limited" enrollment curriculum because of the need for relatively small classes, available facilities and teaching faculty to provide comprehensive instruction. Students are encouraged to see the BRT counselor prior to registration.
2. Students planning to transfer should plan on completing MACRAO. Please plan on taking the following additional classes: one additional course in Social Science, two additional courses in Humanities, two different courses (at least 8 credits) in Science and one Science must be Lab. Please work closely with the BRT counselor.
3. Many courses have prerequisites: see current course description booklet.



CHILD DEVELOPMENT

CHILD DEVELOPMENT/Certificate

Child care workers work in a variety of settings in the care and guidance of young children. This includes concern for the mental, social, physical, and emotional growth, and development of the child. As a child care worker you should be able to work under supervision and work cooperatively with other personnel. Each child care worker should also gain the respect, confidence, and cooperation of children, maintain discipline and enforce as well as deal with emergency situations calmly. Physically you must maintain good health and be able to stoop, kneel, crouch, and crawl. Good vision and hearing is necessary as well as being able to lift up to 50 pounds. Applicants for child care worker positions may be required to pass a physical examination. Periodically, child care workers must have a tuberculin test and may have to under go tests or immunication for other communicable diseases.

Personality Characteristics - You should prefer helping people and caring about their problems and working with children.

General Education Requirements Sem Hrs

General Elective	
This is a free elective, however, it is highly recommended to choose ED 107 "Books for the Pre-School Children." Other suggested courses to choose from are	
PEH 168 Advanced First Aid and Emergency Care and SOC 215 Minority Groups	3
Social Science Elective	
Highly recommended to choose SOC 221 "Marriage and Family" OR Economics ECN ---; Geography GEO ---; History HIS ---; Political Science POL ---; Psychology PSY ---; Sociology SOC ---	3

TOTAL GENERAL EDUCATION CREDITS 6

Child Development Requirements Sem Hrs

*CD 111 Introduction to Early Childhood Education	3
*CD 112 Early Childhood Program	3
*CD 113 Interaction with Young Children	3
*CD 114 Introduction to Growth and Development of the Young Child	3
**CD 115 Growth and Development of the Young Child	3
**CD 116 Families in the American Culture	3
**CD 117 Practicum for Early Childhood Assistant	6

TOTAL CHILD DEVELOPMENT REQUIREMENTS 24

TOTAL CURRICULUM REQUIREMENTS 30

* These courses are taken as a block and in the **Fall Semester ONLY**.

** These courses are taken as a block and in the **Winter Semester ONLY**.

NOTATIONS:

1. A Child Development Information Session is usually held sometime in April. It is highly advisable to attend this session.
2. A maximum of 25 students will be admitted into the Child Development courses in the Fall Semester ONLY. This is on a "first come first served" basis as determined by the general college registration system used in that given Fall semester.
3. The certificate may be expanded upon to earn an Associate in Applied Science Degree in the Child Development Program. Curriculum guide-sheet for the Associate degree is available in the Delta Counseling Office.
4. Check for prerequisite requirements. Course descriptions and pre-requisites are listed in the Delta College Academic Course Description Booklet, which is available in the Counseling Center. It is very important that you study this curriculum guidesheet and that booklet carefully.
5. Above information subject to modification. Delta College is not responsible for program requirements and student acceptance by transfer colleges.

A. The student will be required to submit a health appraisal signed by a licensed physician declaring, to the best of the physician's knowledge, that the student is physically capable of performing the duties that are required for the safe care of children. Also, each student must submit evidence of freedom from communicable tuberculosis.

B. Students may be required to sign a document asking whether they have ever been convicted of an offense other than a minor traffic violation and whether they have ever been involved in abuse or neglect of children.

CHILD DEVELOPMENT/Associate in Applied Science Degree

As a supplement to the supportive skills learned from courses completed in the Child Development Certificate program, this degree program will also stress leadership skills which are needed in a lead teacher position. In addition to the employment opportunities offered by the certificate program, graduates of this degree program will also be qualified to be lead teachers, child care center directors and should be eligible for licensure of their own child care agency.

You must complete all courses listed in the Delta College Child Development Certificate program (30 credits) plus the following two groups of courses in order to receive the associate degree.

General Education Courses	Sem Hrs
BIO 111 Principles of Biology	4
ENG 111 College Composition I	3
ENG 112 College Composition II	3
PE Elective Activity	1
PE Elective Activity	1
POLS 3 Introduction to American Government	3
-----Humanities Electives	8
-----Science Elective (other than Biology)	4
-----Social Science or General Elective	1-2
	28-29

Child Development Course Sem Hrs

CD 200 Practicum as a Lead Teacher	4
	4

NOTATIONS:

1. All notations stated after the certificate program also apply to the associate degree program. Child Development Course CD 200 should be taken after all other Child Development courses have been completed. CD 200 is offered spring and winter only.
2. The Associate in Arts Degree requires a minimum of 8 Social Science credits. CD 116 can be counted as a Social Science course.
3. If you want to transfer to another college to receive a baccalaureate degree in pre-school or elementary education, you are advised to consult with a counselor prior to enrollment in this curriculum.



CLOTHING SPECIALIST

CLOTHING SPECIALIST/Associate in Business Studies Degree

The Fashion-Clothing Specialist degree program is designed for you if you have special talent and flair for creating and constructing apparel and are interested in and like working with fabrics and apparel accessories. Upon completing this curriculum, you will be qualified to seek positions such as: Buyers or managers of retail fabric departments; tailors within department and specialty stores; instructors with community school clothing departments; sales personnel, consultants or advisors in the fashion and fabrics industry or with manufacturers of fashion accessories.

General Education Courses	Sem Hrs
SPH 112 Fundamentals of Oral Communication	3
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
-----General Electives	8
	19

Business Courses	Sem Hrs
*CED 125 Cooperative Education I	3
*FM 110 Apparel Construction and Analysis	4
*FM 120 Apparel Tailoring	4
*FM 155 Textiles	3
*FM 210 Apparel Pattern Drafting and Design	4
FM 220 Advanced Apparel Tailoring	4
FM 240 Fashion Coordination	3
FM 150 History and Dynamics of Fashion	3
FM 170 Fundamental Theories of Fashion Design and Merchandising	3
GB 110 Business Computations	3
GB 145 Sales OR GB 247 Principles of Retailing	3
*OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
	43

NOTATIONS:

1. Electives may be substituted upon demonstration of equivalent skills for course FM 110.
2. You are advised to consult with your counselor about elective courses. Course OSE 153 Introduction to Business is highly recommended.
3. Courses with an * must be completed with a C (2.0) minimum grade.



COMPUTER INFORMATION SYSTEMS

COMPUTER INFORMATION SYSTEMS/ Associate in Business Studies Degree

Computers can process masses of information rapidly and accurately. A programmer prepares detailed instruction (a program) using special computer language to direct the computer through the steps needed to complete an operation. A computer specialist with accounting skills will be able to understand the accounting language and computerize the data to produce special accounting reports and functions.

Delta College offers three Computer Information Systems degree options: Programming; Computer Applications Specialist; Accounting. **You must complete all "Basic Core Program" courses plus courses listed in one of the three options.**

CORE COURSES (Required for all three options)

MENU

- *Must be passed with a "C" (2.0) or higher grade.
- **Take CIS 139 before CIS 140, if one does not have a solid knowledge of BASIC.
- () Numbers in parentheses suggest order in which CIS courses could be taken. See counselor for alternative suggestions.
- +Proficiency in typing OSE 170 is required for all CIS classes; however it may be waived by successfully passing a keyboarding test. See counselor.

Basic Core Program Requirements (all options)	Sem. Hrs.
*ACC 211 Principles of Accounting I	4
*ACC 212 Principles of Accounting II	4
*CIS 133 (1) Introduction to Computer Information System	4
CIS 112 (1) Effective Use of Text Editor (typing assignments required)	1
CIS 130 (2) Developing Programming Logic	2
CIS 139 (1) BASIC Programming I (Required of all students who do NOT have a background in BASIC commands)	
*CIS 140** (2) BASIC Programming II	1
CIS 135 (3) Information Storage & Retrieval	3
CIS 235 (4) Systems Analysis & Design	3
*CIS 245 (3) COBOL Programming	3
CIS --- (2 3) Select from CIS 234, 240, 260, or 265	3
*OSE 151 Business Communications I (typing assignments required)	3
*OSE 152 Business Communications II	3
+OSE 170 Keyboarding I: Keyboard	2
PE --- Elective Activity	1
PE --- Elective Activity	1
POL 103 Introduction to American Government	3
SPH/PSY/SOC Speech or behavioral science elective selected from those below:	
PHL 221 Logic	
PSY 101 Applied Psychology	
PSY 211 General Psychology	
SOC 211 Principles of Sociology	3
SPH 112 Fundamentals of Oral Communication	
SPH 114 Interpersonal Communications	
SPH 212 Listening	

TOTAL CORE 44

You should discuss with a counselor the best order in which to schedule these courses.

DELTA COLLEGE RESERVES THE RIGHT TO
MODIFY CURRICULUM REQUIREMENTS.

Many courses have prerequisites:
See current course description booklet.

OPTION -- Accounting	Sem. Hrs.
* ACC 223 Accounting Practices/Working Capital	4
* ACC 224 Accounting Practices/Long Term	4
++ MTH 208 Elementary Statistics	3
--- Elective	3
ACC 214 Microcomputer Accounting Applications	4
(concurrently with ACC 212)	
CIS Core	44
TOTAL	62

OPTION -- Computer Application Specialist	Sem. Hrs.
* CIS 120 Small Computer Systems	3
CIS 121 Small Computer System Internship OR	
CED --- Cooperative Education	3
CIS 134 Lotus 1-2-3 OR	
CIS 260 d Base III	3
MTH/GB Select electives from below:	
GB 110 Business Computations	
GB 131 Small Business Management I	
GB 132 Small Business Management II	6
GB 143 Principles of Advertising	
GB 153 Introduction to Business	
MTH --- Elective	
--- Electives	3
CIS Core	44
TOTAL	62

OPTION -- Programming	Sem. Hrs.
CIS 255 Advanced COBOL	3
CIS --- CIS Elective	3
++ MTH 208 Elementary Statistics	3
++ MTH --- Math Elective	3
--- Elective	6
CIS Core	44
TOTAL	62

- A. Students who have completed ENG 111 or its equivalency may substitute ENG 111 and 112 for OSE 151 and 152. Any other substitutions of English for Business Communications must be approved by either a counselor or the Computer Information System discipline.
- B. The above curriculum is intended to prepare the student for a career upon graduation from Delta College. If one plans to transfer to a four-year college, he/she should use a Data Processing curriculum sheet.
- ++C. Dependent upon student's background. If student can handle MTH 208 without additional algebra prerequisites, then no other math is required.

Transfer Program Requirements

If you are planning to transfer to a baccalaureate degree program you should consult with a counselor before enrolling in computer, business or general education courses so that specific transfer college requirements can be completed. The above Associate in Business Studies degree programs are not designed to transfer into the majority of Data Processing baccalaureate degrees.

CNC MACHINE PROGRAMMER/OPERATOR COMPUTER NUMERICAL CONTROL TECHNOLOGY/Certificate

CNC Machine Tool Programmer/Operators use computer driven machine tools such as lathes, mills, profilers, lasers, water jet, wire electrical discharge machines, tube benders, punches, and grinders to shape metals to precise dimension. Although some programmer/operators can work with a wide variety of CNC machine tools, most specialize in one or two types. Specific duties may include: studying blueprints, sketches; tool, fixture and machine set up; programming and editing; machining workpieces; inspecting, verifying, and certifying product for dimensional accuracy; light duty repair and maintenance of the CNC machine.

Basic Program Requirements	Sem. Hrs.
CAD 110 CAD/CAM Systems Orientation	2
CIS 114 Introduction to IBM PC	1
CNC 160 Computer Numerical Control Programming I	3
CNC 161 Computer Numerical Control Programming II	3
CNC 201 CNC Tooling and Special Setups	2
DRF 104 Basic Industrial Drafting OR	
DRF 105 Beginning Industrial Drafting	5/3
MS 112 Ferrous Heat Treatment	2
MS 114 Machine Tools I	3
MS 115 Machine Tools II	3
MS 120 Machinist's Handbook	2
MT 110 Machine Tool Calculation	5
SUBTOTAL	29/31

On Line Programming/Operation Sem. Hrs.

Select four Courses from the CNC Core.

(Three must be from the on line group)

CNC 211 Mitsubishi 410 EIA/ISO	4
CNC 212 Heidenhain TNC-151 Control	4
CNC 213 OSP-5000 LG Control	4
CNC 214 Anilam G EIA/ISO Control	4
CNC 215 General Numeric 10TF Control	4
CNC 216 Mazatrol M-2 Control	4
CNC 217 JAPT 3J EIA/ISO Control	4
CNC 218 Boston Digital SPC-II EIA/ISO	4

Off Line Programming	Sem. Hrs.
CNC 222 E-Z CAM IV	4
CNC 223 TM-APT-G	4
CNC 224 Anicam	4
CNC 226 CAM M-2	4
CNC 227 XL/NC	4
CNC 228 Nicam IV	4

CNC CORE COURSES 16

TOTAL CREDITS FOR CERTIFICATE 45/47

COMPUTER NUMERICAL CONTROL TECHNOLOGY/Associate In Applied Science Degree

Students must complete the CNC Programmer/Operator Certificate Program plus the following courses.

Core CNC Courses.

Two additional courses selected from the on-line CNC group ..	8
One additional course selected from the off-line or on-line group	4
	12

General Education Courses Sem. Hrs.

ENG 111 College Composition	3
ENG 113 Technical Writing	3
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communications	3
PE --- Activity	1
PE --- Activity	1

CREDITS REQUIRED FROM CERTIFICATE 45/47

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 71/73

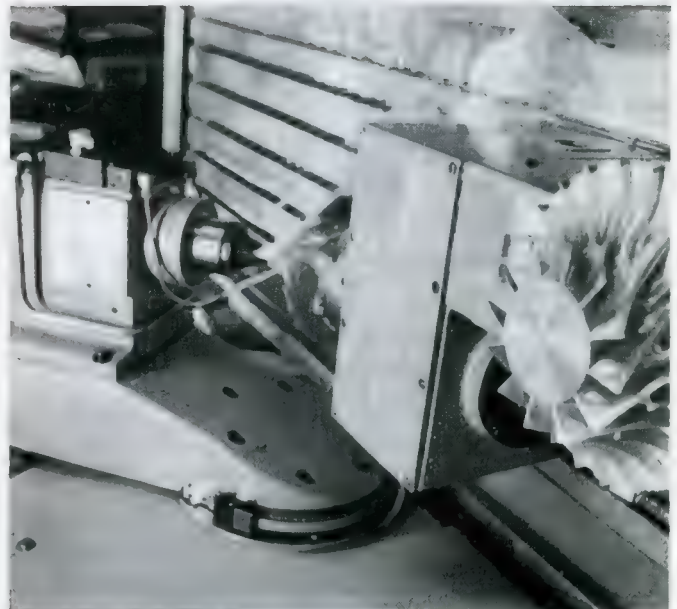
Technical Electives Suggested for Enrichment

CNC 235 MHP Flexible Machining Cell
IS 110 Industrial Supervision
MT 191 Machine Controls I
MT 220 Introduction to Fluid Power
ROB 101 Industrial Robotics

A waiting list is maintained for CNC courses. For program details and to be put on the waiting list, see a counselor or instructor.

Many courses have prerequisites. See current course description booklet.

**DELTA COLLEGE RESERVES THE RIGHT TO
MODIFY CURRICULUM REQUIREMENTS.**





CORRECTIONS OFFICER ACADEMIC PROGRAM INFORMATION

Academic Requirements: After October 1, 1987, ALL Michigan State Corrections Officers hired will require 15 semester or 23 quarter college credit hours earned through one of the following options:

OPTION I. Five (5) specific corrections courses as determined by the Correctional Officer's Training Council. Each course must be passed with a minimum of a "C" grade (2.0 GPA on a 4.0 scale). At Delta, these courses are CJ 230, CJ 232, CJ 233, CJ 235, CJ 238 and are described below.

OPTION II. Fifteen credits in the following areas: Psychology, Sociology, Corrections, Criminal Justice, Guidance and Counseling, Educational Psychology, Family Relations. **Only the earning of college credit is required** in this option; therefore, the "C" grade minimum is **NOT** required.

NOTE: Fulfillment of OPTION I provides priority on the Department of Corrections employment list as compared to fulfillment of OPTION II. Since the need for Corrections Officers tends to fluctuate, it is recommended to contact the State at the time of interest as to the employment opportunities using OPTION II.

Course Offerings: It is anticipated that at least one (1) section of each of the five (5) courses will be offered each Fall and winter semesters. Spring-Summer semester offerings will depend on need and instructor availability. **THE COURSES ARE OFFERED IN THE EVENING ONLY, WITH SOME SATURDAY OFFERINGS.**

Upon successful completion of the five (5) courses, the student will receive a certificate of completion, and this **SHOULD NOT BE CONFUSED WITH COMPLETING A CERTIFICATE PROGRAM AT DELTA.**

Course Descriptions:

CJ 230, Introduction to Corrections, 3 sem. hrs.

Designed to provide an understanding of the agencies and institutions that have legal authority over the custody and supervision of offenders. Major areas discussed include the history and development of corrections, community based corrections, local, state, and federal correctional institutions, and institutional administration. The correctional treatment of female, male and juvenile offenders will be explored. The role of corrections in the total system of criminal justice will also be covered.

CJ 232, Client Relations in Corrections, 3 sem. hrs.

Designed to create an awareness of the effects of culture and discrimination on the attitude formation of individuals and assist students in identifying various professional responses to human behavior.

CJ 233, Client Growth and Development, 3 sem. hrs.

Designed to enable students to differentiate the various factors that are involved in the development and growth of the criminal. Included will be a discussion of the biological, environmental, and psychological influences. Specific problems such as sexual, substance abuse and medical disorders will be reviewed. Intervention strategies will also be discussed.

CJ 235, Correctional Institutions and Facilities, 3 sem. hrs.

Designed to present an overview of correctional institutions and facilities. Topics covered include the purpose of prisons and correctional institutions, treatment and rehabilitating programs, management and organization of correctional institutions, custodial care, safety and security, and future concerns.

CJ 238, Legal Issues in Corrections, 3 sem. hrs.

A study of the primary legal issues correctional personnel will be entrusted to enforce and safeguard. Topics covered include an overview of U.S. Constitutional law, the court process from arrest through trial, the structure and function of the U.S. and state courts, and prisoner rights.

CRIMINAL JUSTICE

CRIMINAL JUSTICE/Associate in Applied Science Degree

The Delta College Criminal Justice curriculum is designed to give specialized knowledge of law enforcement combined with a board general educational background. The program offers theoretical, practical, and technical instruction designed to meet an ever-increasing demand and continuous upgrading of personnel by law enforcement agencies. A graduate of this program would be prepared to seek employment in many non-officer (civilian) jobs such as: Patrol and security guards; investigator for several government affiliated agencies, and private investigation.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPH 112 Fundamentals of Oral Communication	3
PE 101 Physical Fitness	1
PE Elective Activity	1
BIO 111 Principles of Biology	4
-----Science Elective (with lab, other than Biology)	4
HIS --- History Elective	3-4
POL 103 Introduction to American Government OR	
POL 111 American Government and Politics	3-4
PSY 211 General Psychology	4
SOC 211 Principles of Sociology	3
-----General Electives	4-6
	38

Law Enforcement Courses

	Sem. Hrs.
CJ 110 Introduction to Law Enforcement & Criminal Justice ..	3
*CJ 111 Police Administration	3
*CJ 112 Police Operations	3
*CJ 210 Introduction to Criminal Investigation	3
*CJ 250 Juvenile Offender	3
CJ 220 Crime Laboratory Techniques OR	
CJ 230 Introduction to Corrections OR	
PSY 231 Psychology of Personality OR	
PSY 241 Abnormal Psychology	3
*CJ 270 Evidence & Criminal Procedures	3
*CJ 271 Criminal Law	3
	24

You should discuss with a counselor the best order in which to schedule these courses.

NOTATIONS:

1. You are advised to consult with a counselor about elective courses.
2. If planning to transfer to a baccalaureate degree program you should consult with a counselor before choosing electives so that the MACRAO requirements (i.e. Humanities group) and/or specific transfer college requirements can be completed.
3. This Criminal Justice program does not certify you for employment as a police enforcement officer as it does not incorporate the Basic Police Training (BPT) curriculum. For information about BPT contact the Law Enforcement Programs Director, Room G-131.
4. Courses with an * must be completed with a C (2.0) minimum grade.



DENTAL ASSISTING

DENTAL ASSISTING/Certificate

Graduates of this program will be trained to assist the dentist with treatment procedures at chairside; produce diagnostic aids for interpretation by the dentist; provide oral health instructions for patients; perform laboratory procedures that are required for dental treatment; and perform basic office and record procedures. Upon successfully completing this program you are eligible to take the certification exam of the American Dental Assistants Association to become a Certified Dental Assistant (CDA) and the Board of Dentistry, Michigan Department of Licensing and Regulation exam to become a Registered Dental Assistant (RDA). This Delta College program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Post-secondary Accreditation and the U.S. Department of Education.

Sequential Courses Required: These courses must be taken in the sequence specified.

NOTE: You must achieve a "C" (2.0) or better grade in each course to be eligible to continue enrollment in this program.

Dental Assisting Courses	Sem. Hrs.
Fall Only	
DA 110 Clinical Dental Assisting I	4
DA 113 Oral Anatomy & Physiology	4
*AH 100 Intro. Anatomy & Physiology	4
*BIO 102 Microbiology & Infection Control	2
*HSC 140 Basic Medical Emergencies	2
Winter Only	
DA 120 Clinical Dental Assisting II	5
DA 123 Dental Radiology	4
DA 126 Dental Materials	3
DA 127 Dental Health & Nutrition	2
Spring Only	
DA 129 Dental Office Management	3
DA 128 Expanded Dental Functions	2
Spring/Summer Only	
DA 130 Dental Assisting Internship	7
DA 133 Dental Assisting Internship Seminar	2
	44

AH 100, BIO 102, and HSC 140 may be taken prior to the Dental Assisting sequential courses. If they are taken, you must have a minimum of a "C" (2.0) in each.

You should discuss with a counselor the best order in which to schedule these courses.



DENTAL ASSISTING

Associate in Applied Science Degree

You must complete all courses listed in the Delta College Dental Assisting Certificate Program (44 credits) plus the following General Education Courses in order to receive the Associate Degree in Applied Science.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
OR	
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government OR	
POL 111 American Government and Politics OR	
HIS 103 History of American Government	3-4
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3-4
SPH 114 Interpersonal Communications	3
	17-19

NOTATIONS:

1. Due to the limited capacity of the college dental facilities and the specific requirements of the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs, enrollment is limited. Each Fall semester approximately 28 students will be accepted for enrollment in the sequential Dental Assisting courses. Students must complete courses AH 100, DA 100 and HSC 140 with a minimum C (2.0) grade in each prior to requesting enrollment in the Dental Assisting Sequential courses.
2. The Certificate program requires you to complete a minimum of 44 Semester/Credit hours. The Associate in Applied Science Degree program requires you to complete a minimum of 62 semester/credit hours.
3. Dental Assisting courses are offered day hours **only** and **must be taken together** in the sequence shown. You must achieve a minimum C (2.0) grade in each Dental Assisting course plus courses HSC 140, AH 100, and BIO 102.
4. If you successfully complete (C/2.0 grade in each) both BIO 131 and 132 prior to enrollment in D.A. courses you will be able to waive AH 100.
5. Once admitted to the D.A. course sequence you will be required to have a negative TB test during your first semester and then be required to have a physical exam including a negative hepatitis carrier B test prior to enrolling in DA 120 (second semester of Dental Assisting Sequential courses).
6. In addition to tuition and textbook costs, you must purchase a laboratory coat, uniforms, clinic shoes, safety glasses and provide transportation to dental office internship assignments and other facilities.
7. You must have valid CPR Certification throughout the third semester of the Dental Assisting Sequential courses.

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.

DENTAL HYGIENE

DENTAL HYGIENE

Associate in Applied Sciences Degree

Graduates of this program will be trained to provide preventive and therapeutic treatments and services prescribed by and under the supervision of the dentist. Specific responsibilities vary, depending on the law on the state where the hygienist is employed but generally include: Oral prophylaxis; application of topical fluoride and medicines for the prevention of tooth decay; taking impressions and preparing diagnostic models; expose, process and mount dental X-rays; provide instructions for patient self-care, and dietetic and nutritional counseling; and perform laboratory procedures. Upon successfully completing this program you will be eligible to take the National, Regional and State Board Examinations for Dental Hygiene licensure, since the Delta College program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPH 114 Interpersonal Communications	3
HSC 105 Medical Terminology	2
HSC 140 Basic Medical Emergencies	2
PE Elective Activity	1
PE Elective Activity	1
BIO 131 + 132 Anatomy and Physiology I & II	8
BIO 203 General Microbiology	4
POL 103 Introduction to American Government OR	
POL 111 American Government & Politics	3, 4
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3, 4
SOC 211 Principles of Sociology	3
	36-38

Dental Hygiene Courses	Sem. Hrs.
DH 114 Oral Health	3
DH 115 Clinical Techniques	6
DH 116 Preventive Nutrition	2
DH 117 Dental Anatomy	3
DH 118 Anatomy of the Head and Neck	3
DH 120 Periodontics	2
DH 122 Oral Histology and Embryology	2
DH 123 Dental Radiography	3
DH 124 Pharmacology	3
DH 125 Clinical Dental Hygiene I	6

Fall
only

Winter
only

DH 131 Clinical II Seminar	2	
DH 135 Clinical Dental Hygiene II	4	Spring
DH 211 Clinic III Seminar	1	
DH 212 Dental Specialties	1	
DH 213 Oral Pathology	3	Fall
DH 214 Dental Therapeutics & Devices	4	only
DH 215 Clinical Dental Hygiene III	6	
DH 216 Community Dentistry I	2	
DH 221 Clinic IV Seminar	2	
DH 225 Clinical Dental Hygiene IV	7	
DH 226 Expanded Hygiene Duties	2	Winter
DH 227 Community Dentistry II	1	
	68	

NOTATIONS:

1. A maximum of 18 students will be accepted each Fall semester for Dental Hygiene courses from the program waiting list. You will be placed on this waiting list only **after** successfully completing the prerequisite qualifications and submitting the special Dental Hygiene application to the College Counseling Center.
2. Prerequisite qualifications are: (a) High school graduate or GED equivalent; (b) completion with a C (2.0) minimum grade in **each**, courses HSC 105, BIO 131 + 132 plus ENG 111, 112 and 6 minimum credit hours (with a C minimum grade average) from the remaining General Education courses; (c) be admitted to Delta College; (d) provide transcripts from high school and all other colleges attended.
3. You must complete courses BIO 203 and SPH 114 and HSC 140 each with a C (2.0) minimum grade prior to the time your waiting list position would make you eligible to be offered enrollment in the Dental Hygiene courses.
4. You must observe 2 Dental Hygienists performing their skills in 2 different dental offices for a minimum of 8 hours within 6 months of placement on the program waiting list. In addition to this requirement, you must submit — in March of each year — a written letter to the Dental Hygiene Counselor confirming your desire to remain on the waiting list.
5. Dental Hygiene courses are offered day hours only and must be taken together in the sequence shown. You must achieve a minimum C (2.0) grade in each Dental Hygiene course to be eligible to continue in the program.
6. After notification received for Fall acceptance, you must have a complete physical examination including negative TB and hepatitis carrier tests.
7. In addition to tuition and textbook costs, you must purchase a laboratory coat, clinic shoes, uniforms and cap, safety glasses and the dental hygiene instrument kit (additional costs approximate \$600).
8. You must maintain current CPR certification throughout your enrollment in the Dental Hygiene courses.

You should discuss with a counselor the best order in which to schedule these courses.

ELECTRONIC ENGINEERING TECH

ELECTRONIC ENGINEERING TECHNOLOGY/Associate in Applied Science Degree

Electronic technicians design, build, test, trouble shoot, repair and modify many types of electronic equipment. The technician may be an engineering aid in the laboratory, an electronic designer, or a field representative. Rather than emphasizing one or two titles, this program stresses the core of knowledge and skills common to this group of technical occupations. Also this program provides instruction in drafting, the use and application of tool room machines, circuitry, computer programming, English, physics and government. This degree curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

Semester One	Sem. Hrs.
EET 120 Digital Circuits	3
ENG 111 College Composition I	3
MTH 113 Applied Trigonometry OR	
MTH 121 Plane Trigonometry	3-4
PHY 101 Applied Physics OR	
PHY 111 General Physics	4
PE --- Physical Activity	1
	14/15

Semester Two	Sem. Hrs.
EET 131 Electronic Measurements	2
EET 224 Computer Electronics I	3
MTH 151 Pre-Calculus	4
PHY 112 General Physics II OR	
PHY 102 Electronic Physics	4
ENG 113 Technical Writing	
	16

Semester Three	Sem. Hrs.
CPS --- Programming Elective*	2-3
EET 110 Passive Circuit Analysis	5
MTH 161 Calculus I	4
POL 103 Introduction to American Government	3
	14-15

Semester Four	Sem. Hrs.
CAD 110 CAD/CAM System Orientation	2
EET 210 Active Circuits I	5
SPH 112 Fundamentals of Oral Communications OR	
SPH 114 Interpersonal Communications	3
--- Elective **	3
PE --- Physical Activity Elective	1
	14

Semester Five	Sem. Hrs.
EET 211 Active Circuits II	4
EET 215 Electronic controls and Automation	4
EET 216 Advanced Electronic Circuits	3
EET 231 Electronic Fabrication	3
	14

TOTAL CREDITS FOR DEGREE 72-74

*Approved Programming Electives

CPS 140 BASIC Programming for Mathematics	2
CPS 165 FORTRAN Programming	3
CPS 171 Computer Science I (PASCAL)	3
CIS 265 Introduction to Programming (check prerequisites)	3

**Approved Electives

CHM 101 General Chemistry I	5
CPS 271 Computer Science II	3
EET 222 Advanced Logic Circuits	3
EET 225 Computer Electronics II	3
MFG 111 Manufacturing Processes	3
MS 113 Machining Processes	2
MS 114 Machine Tools	3
MT 220 Introduction to Fluid Power	3
MT 222 Pneumatic Power and Control	3
MTH 162 Analytic Geometry and Calculus II	4
ROB 101 Industrial Robotics	3
ROB 223 Fluid Control for Automated Machines	2

To obtain approval for other electives, see your counselor.

Students should follow the suggested sequence of courses semester by semester to insure you have met prerequisites.

NOTATIONS:

1. If you are planning to transfer into a baccalaureate degree program, you may substitute MTH 121, 151 and 161 for MTH 113 and 211.
2. You are advised to consult with your counselor about elective courses. A listing of approved courses is given on the curriculum guidesheet which may be obtained from the Counseling Center.
3. This program is designed to prepare you for a technician level career upon graduation. These courses are transferable into a baccalaureate engineering technology degree program. However, these courses do not transfer into a baccalaureate electrical engineering degree program. If you want to become an engineer, you are advised to consult with a counselor about transfer college requirements and follow the Delta College pre-engineering program.



ELECTRONIC SERVICE TECHNOLOGY

ELECTRONIC SERVICE TECHNOLOGY/Certificate

This program provides the background, knowledge and skills in the operation, service and repair of basic electronic systems. Electronic service technicians test, trouble shoot, repair and modify many types of electronic equipment. The technician may be a bench service specialist, an electronic system repairer, or a field service representative. Rather than emphasizing one or two specialties, this program stresses the core of knowledge and skills common to this group of technical occupations. The goals of this program are to have the graduate be able to, given proper diagrams and information, trouble shoot and repair basic electronic systems. This program provides instruction in tool usage, circuitry, computer usage, and documentation of work.

Course Titles	Sem. Hrs.
MTH 100 Pre-Algebra	2
MTH 101 Electronic Service Math (* MTH 100)	2
EST 101 Electronic Service Industry	4
EST 133 Electronic Service I (* EST 101 & MTH 101)	4
EST 135 Electronic Service II (* EST 133 C/PI)	4
EST 137 Electronic Service III (* EST 135 C/PI) ...	4
EST 140 Digital Electronics I (* EST 137 C/PI)	3
EST 150 Electronic Devices I (* EST 137 C/PI)	3
EST 142 Digital Electronics II (* EST 140 C/PI)	3
EST 152 Electronic Devices II (* EST 150 C/PI)	3
EST 110 Electronic Business Operations	3
EST 146 Basic Microprocessor Systems (* EST 142 C/PI)	3
EST 156 Basic Electronic Systems (* EST 152 C/PI)	3
TOTAL	41

NOTATIONS:

* Prerequisite

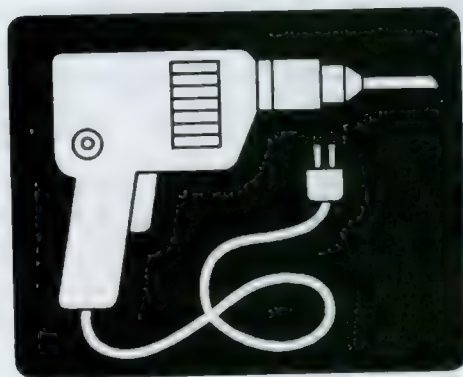
Prerequisite for MTH 101 is MTH 100 or a score for Algebra 107 on Asset.

C/PI - a grade of "C" or permission of instructor is required (i.e. EST 135 requires completion of EST 133 with a "C" grade). Except for EST 101 and 133, all other EST courses require a "C" grade in prior course to continue or instructor permission.

Most courses in this program are sequential not concurrent. So the first semester MTH 100 plus MTH 101 and EST 101 are completed first, then EST 133 and EST 135 follow in order. Courses vary in length from 3 to 6 weeks.

The EST program begins Winter Semester.

DELTA COLLEGE RESERVES THE RIGHT
TO MODIFY CURRICULUM REQUIREMENTS.



EMERGENCY MEDICAL TECHNICIAN

BASIC EMT/ADVANCED EMT

Before you are admitted to the Basic EMT sequence, the following information must be provided: A current physical examination which confirms you are free from communicable disease and capable of performing the duties necessary for the safe care of patients. (Physical should be turned in to the College Health Office before beginning EMT classes. Health form is good for one year.)

*The minimum requirements to be licensed as a Michigan EMT are the successful completion ("C" 2.0) grade or higher in each class of EMT 101, EMT 102 and EMT 108, and the passing of the State of Michigan Basic EMT Exam (both written and practical portions). Employability with only a Basic EMT license is extremely limited and most EMTs in the Saginaw Valley area hold an Advanced EMT/Paramedic Michigan License.

Many courses have prerequisites: see current course description booklet.

Emergency Medical Technician Courses	Sem. Hrs.
EMT 101 Basic EMT	6
EMT 102 Basic Field Experience	1
EMT 108 Rescue and Extraction	1
	8

ADVANCED EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC

The Advanced EMT/Paramedic Program is a cooperative program between Delta College and Saginaw St. Mary's Hospital. If you elect to enroll in Delta College EMT/Paramedic courses, you must make application directly to St. Mary's Hospital and meet all their entrance requirements. St. Mary's Hospital will determine eligibility for admission into the Delta College/St. Mary's Hospital EMT/Paramedic Program. Information regarding admissions can be obtained by calling the EMT/Paramedic Program Coordinator in the Department of Hospital Education at St. Mary's Hospital. (Phone 776-8400)

CERTIFICATE PROGRAM

Advanced EM Technician/Paramedic Courses	Sem. Hrs.
Fall Semester	
EMT 210 Advanced Emergency Medical Technician 1 (1st 7½ wks.)	5
EMT 211 Advanced Clinical Experience 1 (2nd 7½ wks.)	2
EMT 220 Advanced Emergency Medical Technician 2 (2nd 7½ wks)	5
	12
Winter Semester	
EMT 201 Advanced Field Experience 1	2
EMT 212 Advanced Clinical Experience 2	2
EMT 230 Advanced Emergency Medical Technician 3	10
	14
Spring Semester	
EMT 202 Advanced Field Experience 2	1
EMT 213 Advanced Clinical Experience 3	2
EMT 240 Advanced Emergency Medical Technician 4	5
	8

ASSOCIATE IN APPLIED SCIENCE DEGREE

You must complete all requirements in the Advanced EMT/Paramedic Certificate Program (34 credits) plus the following:

1. Complete required general education courses (11-12 credits) listed below.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
HIS 103 A History of American Government OR	
POL 101 American Government and Culture OR	
POL 103 Introduction to American Government OR	
POL 111 American Government and Politics	3, 4
PE --- Physical Education Activity	1
PE --- Physical Education Activity	1
	11-12

2. Complete additional 16-17 credit hours to be selected by you in consultation with the EMT/Paramedic counselor (may include EMT 101, 102, and 108)

NOTES: A. CREDIT WILL BE GRANTED FOR BASIC and/or ADVANCED EMT COURSES TAKEN AT DELTA COLLEGE ONLY.
B. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.





FASHION MERCHANDISING

FASHION MERCHANDISING/Associate in Business Studies Degree

This program can lead to careers in fashion buying, fashion merchandising, fashion design, bridal consultant, fashion show coordinator, and fashion display. The merchandisers of fashion perform numerous jobs such as buying, selling, fashion writing, coordinating, fashion illustration, bridal consulting, fashion show coordination, display and promotion work and serving as fashion and educational representatives for pattern companies, accessory and fabric manufacturers.

Many courses have prerequisites: see current course description booklet.

Semester One	Sem. Hrs.
ART 115 Basic Design - 2 Dimensional	3
FM 150 History & Dynamics of Fashion	3
GB 110 Business Mathematics	3
GB 153 Introduction to Business	3
*OSE 151 Business Communications I	3
PE --- Elective Activity	1
	16

Semester Two	Sem. Hrs.
*FM 155 Textiles	3
*FM 170 Fundamental Theories of Fashion Design and Merchandising (Winter semester only)	3
GB 145 Principles of Sales	3
OSE 152 Business Communications II	3
PE --- Elective Activity	1
--- --- Elective	3
	16

Semester Three	Sem. Hrs.
*CED 122 Cooperative Education	3
*FM 151 Display (Fall semester only)	3
GB 143 Principles of Advertising	3
GB 247 Principles of Retailing	3
PSY 101 Applied Psychology OR PSY 211 General Psychology	3/4
	15/16

Semester Four	Sem. Hrs.
CIS 133 Introduction to Computer Information Systems	4
*FM 240 Fashion Coordination	3
*GB 248 Principles of Buying for Resale	3
POL 103 Introduction to American Government	3
--- --- Elective	2/3
	15/16

Spring Semester	Sem. Hrs.
FM 250 Seminar in Clothing Fashion	2
(Market Trip Optional) Includes one week in New York during the Spring break.	

*The following courses require a "C" (2.0) or better for graduation from this program.

The above curriculum is intended to prepare you for a career upon graduation from Delta College. If you plan to transfer to a four-year college, you should see a Business Counselor in Delta's Counseling Center.

NOTE: DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

FINANCIAL INSTITUTION MANAGEMENT

Savings & Loan Management Banking Management Associate in Business Studies Degree

This program is designed for a person who desires to enter the financial/institution field as well as for present employees who desire to increase and upgrade their skills and knowledge of finance. Job opportunities are available in banks, savings and loan associations, credit unions and agencies within areas such as: commercial and installment loan department; real estate mortgage departments; check processing; bank operations supervision; computer programming; auditing and accounting. These programs are offered in conjunction with A.I.B. (American Institute of Banking) and I.F.E. (Institute of Financial Education).

Financial Institution Management students must complete the required core courses listed below **plus** the courses listed in one of the areas of specialization.

Many courses have prerequisites: see current course description booklet.

Core Courses	Sem. Hrs.
CIS 133 Introduction to Computer Information Systems	4
ECN 221 Principles of Economics I	4
GB 110 Business Mathematics	3
GB 153 Introduction to Business	3
GB 243 Principles of Marketing	3
GB 245 Principles of Management	3
OSE 151 Business Communication I	3
OSE 152 Business Communication II	3
PE --- Physical Education Activity	1
PE --- Physical Education Activity	1
POL 103 Introduction to American Government OR	
HIS 103 A History of American Government OR	
POL 111 American Government and Politics	<u>3/4</u>
	31

Savings & Loan Management	Sem. Hrs.
ACC 211 Principles of Accounting I	4
ECN 166 Money & Banking	3
GB 170 Introduction to Savings & Loan Association Business and Operations	3
GB 174 Real Estate for Financial Institutions	3
GB 251 Business Law I	3
PSY 101 Applied Psychology	3
Electives (at least one course must be I.F.E.)	<u>12</u>

Total 31

Core 31

Total Degree Requirements 62

Banking Management	Sem. Hrs.
ACC 211 Principles of Accounting I OR	
AIB 103 AIB Accounting I	4, 3
ACC 212 Principles of Accounting II OR	
AIB 104 AIB Accounting II	4, 3
AIB 160 Principles of Bank Operations	3
AIB 173 Installment Credit	3
AIB --- Elective	3
GB 251 Business Law I OR	
AIB 124 AIB Law & Banking	3
GB 252 Business Law II	3
--- --- General Elective	<u>8-10</u>

Total 31

Core 31

Total Degree Requirements 62

The above curriculum is intended to prepare you for a career upon graduation from Delta College. If you plan to transfer to a four year college you should use a Business Administration curriculum sheet.

NOTE: DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.



FIRE SCIENCE TECHNOLOGY

Associate in Applied Science Degree

Fire Fighter Technician

Fire Investigation/Prevention

EMT

Industrial Security/Fire Safety

This program is designed to provide additional education and training for individuals who are employed in Fire Fighters prevention, safety and security related positions. Job placement for new positions is limited.

NATURE OF WORK: Fire Science Technology is an applied science that deals with the control and prevention of fires and the handling of hazardous materials. This program develops technical competency and prepares the student for managerial and leadership positions in municipal, industrial, and business areas of fire protection, suppression, and prevention. Delta College offers four options within the Fire Science Technology degree:

Fire Fighter Technician - Fire fighters control and put out fires, protect life and property and maintain equipment. They are responsible for the proper use and maintenance of equipment, responding to alarms and emergencies, assisting in auto accidents and educating the public about prevention and safety.

EMT - Emergency Medical Technicians are needed on the scene of fires to deal with basic life support skills such as patient evaluation, respiratory and cardiac care, psychological care, auto extrication, and the transportation of patients.

Fire Investigation/Prevention - Those fire fighters involved in investigation work gather facts and analyze evidence of fires to determine causes (especially when arson or criminal behavior is suspected). These individuals work in prevention by inspecting public buildings for conditions that may cause a fire, checking building plans, condition of fire escapes and fire doors, and the storage of flammable materials. Education of the public as to fire prevention and safety measures is an important facet of this position.

Industrial Security/Fire Safety - These individuals inspect the premises and equipment of industrial plants to detect fire hazards and make suggestions for improvement where fire safety is concerned. Their duties include examining interiors and exteriors of existing industrial settings for violators of local ordinances and state laws. The facts gathered during these investigations are used to issue permits of safe conditions or to report violations.

Many courses have prerequisites: see current course description booklet.

Core Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
CPS 125 Computer Literacy	3
POL 103 Introduction to American Government	3
PE 101 Physical Fitness	1
* PE 151 Swimming I	1
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communications	3
FST 101 Introduction to Fire Science	3
FST 102 Fireground Tactics	3
FST 103 Building Materials and Construction	3
FST 104 Arson Awareness	3
FST 105 Hazardous Materials	3
FST 107 Fire Protection Systems	3
Total Core Courses	35

*If you know how to swim, any other PE course can be substituted.

+ Basic training is available directly from Fire Departments. Delta College does not offer these four classes.

NOTE: DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

Fire Fighter Technician

Technical Courses

Sem. Hrs.

Basic Training (8 credit hours required)

+ FST 111 Fire Fighter I-Level A	4
+ FST 112 Fire Fighter I-Level B	4
+ FST 211 Fire Fighter II-Level C	4
+ FST 212 Fire Fighter II-Level D	4

Leadership Training Courses (6 credit hours required)

FST 201 Supervision & Leadership	3
FST 202 Company Management	3
FST 203 Fireground Management	3
FST 204 Instructor Training	3

Total Specialized, 14; Electives, 13; Core, 35;

Total Degree Requirements, 62

Fire Investigation/Prevention

Technical Courses

Sem. Hrs.

CJ 210 Introduction to Criminal Investigation	3
FST 224 Arson Investigations	3
FST 230 Fire Safety Education	3

Total Specialized, 9; Electives, 18; Core, 35;

Total Degree Requirements, 62

EMT

Technical Courses

Sem. Hrs.

* EMT 101 Basic EMT I	6
* EMT 102 Basic EMT Field Experience	1
* EMT 108 Rescue and Extrication	1

Leadership Training Courses (6 credit hours required)

FST 201 Supervision & Leadership	3
FST 202 Company Management	3
FST 203 Fireground Management	3
FST 204 Instructor Training	3

Total Specialized, 14; Electives, 12; Core, 36;

Total Degree Requirements, 62

Industrial Security/Fire Safety

Technical Courses

Sem. Hrs.

* EMT 101 Basic EMT	6
* EMT 102 Basic EMT Field Experience	1
* EMT 108 Rescue and Extrication	1
IS 118 Industrial Safety	2
CJ 184 Industrial Security I	3
CJ 185 Industrial Security II	3
CJ 210 Introduction to Criminal Investigation	3
GB 260 Human Relations in Management	3

Total Specialized, 22; Electives, 5; Core, 35;

Total Degree Requirements, 62

Suggested electives - Choose from any of the following areas:

Criminal Justice (CJ), Substance Abuse (SA), Computer Information Systems (CIS), Computer Science (CPS), Emergency Medical Technician (EMT), Mathematics (MTH), Chemistry (CHM), Fire Science Technology (FST).

*NOTE FOR EMT:

Before being admitted to the Delta College Basic EMT sequence, the student must provide evidence of completion of a recent physical exam. This exam confirms the student to be free of communicable diseases, and capable of performing duties necessary for safe patient care. The minimum requirement to be licensed as a Michigan EMT is successful completion of the Delta College courses EMT 101, 102, and 108 with "C" minimum grades and the passing of the State of Michigan Basic EMT exam. Only students who have successfully completed the Delta College courses may receive credit for them. They may be waived, however, by an EMT licensee with work experience elsewhere.

INDUSTRIAL SUPERVISION

INDUSTRIAL SUPERVISION/Certificate

Supervisors are basically responsible for the output of other workers and for maintaining work schedules, production, safety and employee records pertaining to their industrial plant department. Employers generally will choose people for supervisory positions who have experience in their industry, job related skills and leadership qualities. Therefore, most supervisors rise through the ranks and completion of this program alone will not ensure employment as a supervisor in an industrial plant. The main emphasis of this program is to provide the currently employed supervisor or aspiring supervisor with knowledge of supervisory responsibilities pertaining to management skills.

Many courses have prerequisites: see current course description booklet.

Course Title	Sem. Hrs.
IS 110 Industrial Supervision	3
IS 118 Industrial Safety	2
IS 120 Supervisor-Employee Relations	3
IS 240 Production Planning and Control	4
MFG 111 Manufacturing Processes	3
MFG 211 Manufacturing Cost Analysis	3
MFG 241 Six Tools of SPC	1
MT 110 Machine Tool Calculations OR	
MTH 100 Pre-Algebra OR	
MTH 107 Algebra I	5
--- Computer Elective	3
--- General Education Elective	3

TOTAL CREDITS FOR CERTIFICATE 30



INDUSTRIAL SUPERVISION/Associate in Applied Science Degree

Some industrial plants may require or prefer individuals to have an associate degree. Therefore, this program is designed to provide you with a broader base of related general education and technical courses in addition to emphasizing an analysis of cost data, production controls and production and worker operations. Depending on the electives selected, graduates of this program may also seek employment in a satisfying non-supervisory position in such plant areas as industrial engineering, quality control, or tool engineering.

You must complete all courses listed in the Delta College Industrial Supervision Certificate program (30 credits) plus the following two groups of courses in order to receive the associate degree.

Course Title	Sem. Hrs.
MFG 244 Statistical Process Control I	3
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
SPH 112 Fundamentals of Oral Communication	3
POL 103 Introduction to American Government	3
PE --- Physical Education Activity	1
PE --- Physical Education Activity	1
--- Technical Elective	6
--- General Education Elective	3
--- Open Electives*	6

TOTAL CREDITS FOR ASSOCIATE DEGREE 62

Approved General Education Electives	Sem. Hrs.
GB 231 Industrial Relations	3
GB 145 Sales	3
GB 153 Introduction to Business	3
ECN 221 Principles of Economics I	4
SOC 211 Principles of Sociology	3
SPH 114 Interpersonal Communication	3
PSY 101 Applied Psychology	3

Approved Computer Electives	Sem. Hrs.
CIS 133 Introduction to Computer Information Systems	4
CIS 134 Lotus 1-2-3	3
CPS 125 Computer Literacy	3

Approved Technical Electives	Sem. Hrs.
MFG 120 Material Handling	2
MFG 124 Group Technology	2
MFG 212 Manufacturing Cell	2
MFG 216 Factory Automation	2
DRF 120 Beg. Industrial Blueprint Reading	2
CAD 110 CAD/CAM Orientation	2
CAD 112 CAD/CAM Advanced Techniques	2
CNC 160 CNC Programming I	3

Up to six credits may be granted for work experience as an Industrial Supervisor. Refer to Testing/Assessment Office.

DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

INFORMATION PROCESSING

INFORMATION PROCESSING/Certificate

Information processors operate micro computers or terminals to enter, store, and reproduce business documents and to help facilitate the flow of related office work. Information may be submitted as typed copy, handwritten copy, dictaphone recording, or on disk. They will work with word processing, spreadsheets, data bases and graphics to assist in completion of the final document. Information processors are employed by many industries and businesses. Manufacturing companies employ information processors in a variety of settings. They might be employed in courts, probation departments, police departments, colleges, law offices, insurance companies, hospitals, utility companies, banks, air lines, etc.

Course Title	Sem. Hrs.
Semester One	
OSE 145 Integrated Office Systems	4
OSE 157 Filing	2
OSE 172 Keyboarding III: Intermediate	3
OSE 175 Machine Calculation	1
OSE 177 Proofreading	2
--- Elective	1
	13
Semester Two	
CIS 132 Spreadsheet Fundamentals	2
*OSE 151 Business Communications I	3
OSE 181 Microsoft Word OR	
OSE 184 Displaywrite OR	
OSE 185 Wordstar OR	
OSE 186 Multimate	3
*OSE 273 Keyboarding IV: Advanced	3
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communications	3
	14
Semester Three	
CIS 260 dBase	3
*OSE 274 Machine Transcription	2
	5
TOTAL SEMESTER/CREDIT HOURS	32

NOTATIONS:

1. Credit by exam available for Displaywrite, OSE 184; Business Communications I, OSE 151; Filing, OSE 157; Machine Transcription, OSE 274; and Proofreading, OSE 177. (There is a testing fee.)
 2. Typewritten assignments required for OSE 151, Business Communications I.
 3. Typewriting speeds are based on 5-minute timings with 5 errors maximum.
 4. Courses with an asterisk require a minimum grade of "C".
- Any exception to the above curriculum must be approved by the Division Chairperson.

NOTE: DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

You should discuss with a counselor the best order in which to schedule these courses.





INTERIOR DESIGN

INTERIOR DESIGN/Associate in Business Studies Degree

Interior designers help make our living, working and playing areas more attractive and useful. They may help clients select furniture, draperies, other fabrics, floor coverings and accessories as well as estimate what services or furnishings will cost. The main purpose of designers in retail stores is to help sell the store's merchandise. People starting in interior designing usually serve a training period, either with design firms, in department stores, or in furniture stores. They may act as receptionists, as shoppers with the task of matching materials or finding accessories, or as stockroom assistants, assistant decorators, or junior designers.

Semester One	Sem. Hrs.
* ARC 105 Architectural Drafting I	4
* GB 110 Business Computations	3
GB 153 Introduction to Business	3
* ID 100 Introduction to Interior Design	3
* FM 155 Textiles	3
	16

Semester Two	Sem. Hrs.
GB 145 Sales	3
*ID 160 Windows and Walls	3
*ID 200 Space Analysis & Presentation	3
OSE 151 Business Communications I	3
FM 245 Advanced Textiles	3
PE --- Elective Activity	1
	16

Semester Three	Sem. Hrs.
* ID 210 Furniture	3
PE --- Elective Activity	1
POL 103 Introduction to American Government	3
OSE 152 Business Communications II	3
* ID 240 Commercial Interior Design	3
--- --- Elective	3
	16

Semester Four	Sem. Hrs.
* CED 122 Cooperative Education	3
GB 247 Principles of Retailing	3
*ID 230 Applied Interior Design	3
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3/4
--- --- Elective	1/2
	14/15

TOTAL CREDITS 62

NOTATIONS:

These courses require a "C" (2.0) or better for graduation from this program. 1 () Offered Fall semester only. 2 (**) Offered Winter semester only. ID 250 Seminar in Interior Design (Optional, 2 credits) and ID 251 Merchandise Mart Experience (Optional, 1 credit). This program is not intended to transfer to a four-year college or university. It is designed for students who want immediate employment after graduation from Delta.

DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.

LEGAL ASSISTANT

LEGAL ASSISTANT/Certificate

Not all legal work requires a law degree. In recent years, lawyers have increasingly used legal assistants, also called "Paralegals" or "legal technicians", to provide legal services to more persons at less cost. Legal assistants work directly under the supervision of a lawyer. While the lawyer assumes responsibility for the legal assistant's work, a legal assistant is often allowed to perform all the functions of a lawyer other than accepting clients, setting legal fees, giving legal advice, or presenting a case in court. Legal assistants generally do background work for the lawyer. To help a lawyer prepare litigation for trial, a legal assistant investigates the facts of the case to make sure that all relevant information is uncovered.

The legal assistant may conduct research to identify the appropriate laws, judicial decisions, legal articles, and other material that will be used to determine whether or not the client has a good case. After analyzing all the information, the legal assistant may prepare a written report that is used by the attorney to decide how the case should be handled. If the attorney decides to file a lawsuit on behalf of the client, the legal assistant may prepare legal arguments, draft pleadings to be filed with the court, obtain affidavits, and assist the attorney during the trial. The legal assistant also may keep files of all documents and correspondence important to the case. A growing number of legal assistants are using computers in their work. Computer software packages are increasingly used to search legal literature stored in the computer and identify legal texts relevant to a specific subject.

FIRST YEAR

Fall	Credit Hours
LAS 110 Legal Assistant Orientation	1
LAS 115 Principles of Substantive Law	3
Winter (1st Session, 11 weeks)	Credit Hours
LAS 120 Legal Research & Writing I	3
LAS 125 Civil Litigation I	2
Winter (2nd Session, 11 weeks)	Credit Hours
LAS 130 Legal Research & Writing II	3
LAS 135 Civil Litigation II	2
Spring-Summer	Credit Hours
LAS 140 Survey of Computers in the Law Office	2
*LAS ELECTIVES --Must take four courses (Must maintain C or better in each course)	

SECOND YEAR

Fall	Credit Hours
LAS 210 Estate & Trust	2
* LAS 215 Financial Recordkeeping in the Law Office	2
* LAS 250 Corporate Law	2
Winter (1st Session, 11 weeks)	Credit Hours
LAS 225 Real Property	2
* LAS 230 Administrative Law	2
* LAS 235 Survey of Criminal Law	3
Winter (2nd Session, 11 weeks)	Credit Hours
LAS 240 Domestic Relations	2
* LAS 245 Personal Injury/Medical Term.	3
* LAS 220 Environmental Law	2
Spring-Summer	Credit Hours
* LAS 255 Law Office Management	2

CREDIT HOURS REQUIRES 22

CREDIT HOURS ELECTIVE 8

TOTAL CREDIT HOURS 30

ASSOCIATE IN ARTS

English 111, 112	6
Science/Math	8
(One must be lab)	
Social Science	8
POL SCI 103 or 111	3/4
PSY 101 or 211	3/4
Elective	0/2
Humanities	8
SPH 112	3
SPH 114 or PHL 203	3
Electives	2/3
PE Activity	2
	32

ASSOCIATE IN BUSINESS STUDIES

Legal Assistant	
OSE 151, 152	6
OSE 172	3
POL 103	3
PSY 101	3
SPH 114	3
GB 252	3
OSE 145	4
Electives	5
PE Activity	2
	32

ASSOCIATE IN BUSINESS STUDIES

Legal Assistant Management	
OSE 151, 152	6
GB 153	3
GB 245	3
POL SCI 103	3
CIS 133	4
GB 252	3
GB 256	3
Electives	5
PE Activity	2
	32

MACHINE TOOL OPERATIONS

MACHINE TOOL OPERATIONS/Certificate

Machine tool operators use machine tools such as lathes, drill presses, milling machines, grinding machines and punch presses to shape metal to precise dimensions. Although some operators can work with a wide variety of machine tools, most specialize in one or two types. Specific duties may include: studying blueprints, sketches; assembling parts to make lathes, milling machines, shapers, grinders or other machines; verifying dimensions, alignment, and conformity of workpieces; testing machines; manufacturing repair parts from blank castings or bar stock and using machine and hand tools to set up, repair, and adjust metal working machines.

Semester One	Sem. Hrs.
DRF 120 Beginning Industrial Blueprint Reading	2
DRF 124 Blueprint Reading for Machine Tool Operators	2
MS 101 Machine Shop I	4
MS 102 Machine Shop II	4
MS 103 Machine Shop III	4
MTH 111 Applied Algebra	4
	20
Semester Two	Sem. Hrs.
CAD 110 CAD/CAM System Orientation	2
MS 104 Machine Shop IV	4
MS 105 Machine Shop V	4
MS 106 Machine Shop VI	4
MS 112 Ferrous Heat Treat	2
MS 120 Machinist's Handbook	2
MTH 103 Applied Geometry and Trigonometry	4
	22
Semester Three	Sem. Hrs.
ENG 111 College Composition I	3
MS 107 Machine Shop VII	4
MS 108 Machine Shop VIII	4
MS 109 Machine Shop IX	4
CNC 160 Computer Numerical Control Programming I	3
IS 110 Industrial Supervision	3
	21
TOTAL CREDITS FOR CERTIFICATE 63	

You should discuss with a counselor the best order in which to schedule these courses.

NOTATIONS:

A waiting list is maintained for this program by the faculty. You may put your name on the list by indicating on your Delta application that you want Machine Tool Operations, Code A1 or B9 or by filling out an application in the Counseling Center office. For more information and program details, see a counseling staff member.

MS courses 101 through 109 require permission of the instructor to enroll. All other program courses can be taken if you have the proper prerequisite(s). MS 101 through 109 are not necessarily taken in the order listed as the faculty will assign you to your next class based on your progress and machine availability. Usually three five-week machine shop classes are taken per semester.

Your progress in this program is monitored by a special Academic Standards Review Committee. You must earn at least a "C" grade (2.0) in each course in this curriculum. This special requirement is to prepare you for the high standards that will be expected of you in industry. If you are not successful in maintaining the standards, you will be required to meet with the Review Committee to determine your program status.

MACHINE TOOL OPERATIONS/INDUSTRIAL SUPERVISION

MACHINE TOOL OPERATIONS—INDUSTRIAL SUPERVISION/Associate in Applied Science Degree

In addition to the skills gained from courses completed in the Machine Tool Operations Certificate program, students completing this Associate degree program will be provided knowledge of supervisory responsibility pertaining to job safety, management skills, production and worker operations. Dependent upon industrial needs and employment outlook, Delta College may in the near future also develop additional Machine Tool Operations Associate degrees.

Students must complete all courses listed in the Delta College Machine Tool Operations Certificate program (62 credits) plus the following two groups of courses in order to receive the Associate degree:

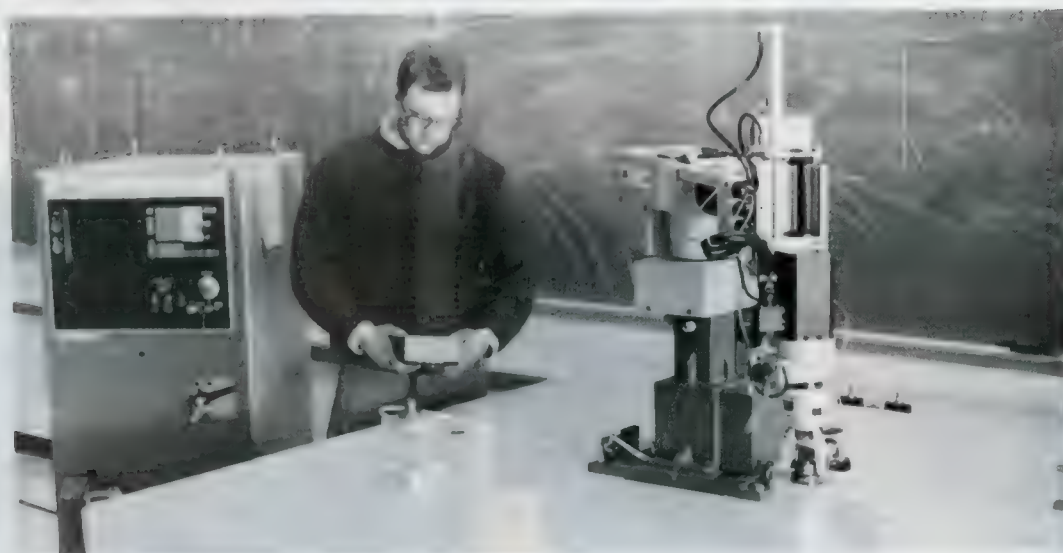
Course Title	Sem. Hrs.
ENG 112 College Composition II OR	
ENG 113 Technical Writing	3
IS 120 Supervisor/Employee Relations	3
IS 118 Industrial Safety	2
IS 240 Production Planning & Control	4
MFG 111 Manufacturing Processes	3
PE --- Elective Activity	1
PE --- Elective Activity	1
POL 103 Introduction to American Government	3
SPH 112 Fundamentals of Oral Communications	3
	23

TOTAL CREDITS FOR CERTIFICATE **62**

TOTAL CREDITS FOR ASSOCIATE DEGREE **85**

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.



MANAGEMENT

MANAGEMENT/Associate in Business Studies Degree RETAIL MID-MANAGEMENT OFFICE SERVICES MANAGEMENT GENERAL MANAGEMENT SMALL BUSINESS MANAGEMENT MARKETING MANAGEMENT

Delta College offers the following five specialized management degree options.

GENERAL MANAGEMENT: This program is designed to provide a basic foundation in the major functional areas of business management and allows students to structure an individual program that will meet their own needs.

MARKETING MANAGEMENT: This program is designed to prepare individuals for careers in the field of sales. Graduates will have studied the basics of: advertising from the marketing usage point of view; consumer behavior relating to buying; merchandising policies, budgets and planning; sales management; retail organizational structure; product promotion and distribution.

OFFICE MANAGEMENT: This program is designed to provide office operations management skills such as: developing and managing systems for office procedures; report and data compilation; filing and record keeping; information gathering techniques; personnel administration.

RETAIL MID-MANAGEMENT: This program is designed to provide skills related to the distribution of merchandise and services within a retail store through buying procedures, inventory control and pricing; marketing processes and functions; advertising strategies.

SMALL BUSINESS MANAGEMENT: This program is designed specifically for individuals who plan to own and manage their own business and those who currently own a business and want to become more proficient with their skills.

Management students must complete all "Basic Core Program" courses plus courses listed in one of the five specialized management options.

Many courses have prerequisites: see current course description booklet.

Basic Core Program Requirements (all five options)		Sem. Hrs.
CIS 133 Introduction to Computer Information Systems	4
ECN 221 Principles of Economics I	4
* GB 110 Business Mathematics	3
GB 153 Introduction to Business	3
* GB 245 Principles of Management	3
GB 251 Business Law I	3
* OSE 151 Business Communications I	3
* OSE 152 Business Communications II	3
PE --- Elective Activity	1
PE --- Elective Activity	1
HIS 103 A History of American Government	OR	
POL 103 Introduction to American Government	OR	
POL 111 American Government & Politics	3/4
		31

NOTATIONS:

1. You are advised to consult with a business counselor about elective courses.
2. The above programs are intended to prepare you for a career upon graduation from Delta College. If wanting to transfer to another college to receive a baccalaureate degree in business you are advised to consult with a counselor prior to enrollment in this curriculum.
3. Courses with an * must be completed with a C (2.0) minimum grade.

General Management

Business Courses	Sem. Hrs.
ACC 211 Principles of Accounting I	4
ACC 212 Principles of Accounting II	4
GB 243 Principles of Marketing	3
* GB 256 Personnel Management I	3
Total Specialized, 14; Electives, 17; Core, 31;	
Total Degree Requirements, 62.	

Marketing Management

Business Courses	Sem. Hrs.
ACC 111 Introductory Accounting	OR
ACC 211 Principles of Accounting I	4
GB 143 Principles of Advertising	3
GB 145 Principles of Sales	3
GB 158 Public Relations	3
* GB 243 Principles of Marketing	3
GB 247 Principles of Retailing	3
* GB 248 Principles of Buying for Resale	3
* GB 253 Applied Marketing Management	3
SOC 211 Principles of Sociology	3
Total Specialized, 28; Electives, 3; Core, 31;	
Total Degree Requirements, 62.	

Office Management

Business Courses	Sem. Hrs.
ACC 111 Introductory Accounting	OR
ACC 211 Principles of Accounting I	4
* GB 256 Personnel Management I	3
OSE 145 Integrated Office Systems	4
OSE 158 Records Management	3
OSE 178 Keyboard Skillbuilding I	2
OSE 240 Word Processing Management	2
OSE 268 General Office Practices	3
Total Specialized, 21; Electives, 10; Core, 31;	
Total Degree Requirements, 62.	

Retail Mid-Management

Business Courses	Sem. Hrs.
ACC 111 Introductory Accounting	OR
ACC 211 Principles of Accounting	4
CED 125 Cooperative Education I	3
* CED 126 Cooperative Education II	3
* GB 247 Principles of Retailing	3
FM 151 Display	OR
GB 143 Principles of Advertising	OR
GB 145 Principles of Sales	OR
GB 243 Principles of Marketing	OR
GB 248 Principles of Buying for Resale	OR
* GB 256 Personnel Management I	OR
CJ 182 Business Security	12
Total Specialized, 25; Electives, 6; Core, 31;	
Total Degree Requirements, 62.	

Small Business Management

Business Courses	Sem. Hrs.
ACC 111 Introductory Accounting	OR
ACC 211 Principles of Accounting	4
CIS 120 Small Computer Systems	3
* GB 131 Small Business Management I	3
* GB 132 Small Business Management II (Winter only)	3
* GB 145 Principles of Sales	3
* GB 243 Principles of Marketing	3
GB 252 Business Law II	3
Total Specialized, 22; Electives, 9; Core, 31;	
Total Degree Requirements, 62.	

MECHANICAL DESIGN TECH

MECHANICAL DESIGN TECHNOLOGY/Associate in Applied Science Degree

A mechanical design technician assists engineers in design and development work. This program is designed to equip you with one of the most sought-after technical skills in this area—mechanical drafting. In addition to placing lines on the drawing board, however, the designer requires a broad technical knowledge to be able to select a solution to a problem from many alternatives. The largest employers are the electrical equipment, chemicals, machinery, manufacturing, and aerospace industries. In the non-manufacturing area the major employers are communications, engineering and architectural firms.

Course Title	Sem. Hrs.
Semester One	
CAD 110 CAD/CAM System Orientation	2
* DRF 104 Basics of Industrial Drafting OR	
* DRF 105 Beginning Industrial Drafting	3/4
MS 114 Machine Tools	3
MFG 111 Manufacturing Processes	3
MTH 111 Applied Algebra	4
	15/16

Semester Two	
DRF 107 Computer-Aided Industrial Drafting	3
ENG 111 College Composition I	3
MTH 103 Applied Geometry & Trigonometry	4
PHY 101 Applied Physics OR	
PHY 111 General Physics I	4
POL 103 Introduction to American Government ...	3
	17

Semester Three	
DRF 256 Descriptive Geometry	3
ENG 113 Technical Writing	3
MT 205 Kinematics of Mechanisms	3
MT 250 Statics and Strength of Materials	3
PE --- Elective - Activity	1
SPH 112 Fundamentals of Oral Communications ...	3
	16

Semester Four	
DRF 257 Advanced Industrial Drafting	6
EET 235 Electrical Circuits	4
MT 220 Introduction to Fluid Power	3
MT 221 Materials and Metallurgy	3
PE --- Elective - Activity	1
	17

TOTAL CREDITS FOR ASSOCIATE DEGREE 65/67

*Credit toward the Associates Degree may be earned in Drafting DRF 104 or DRF 105, not both.

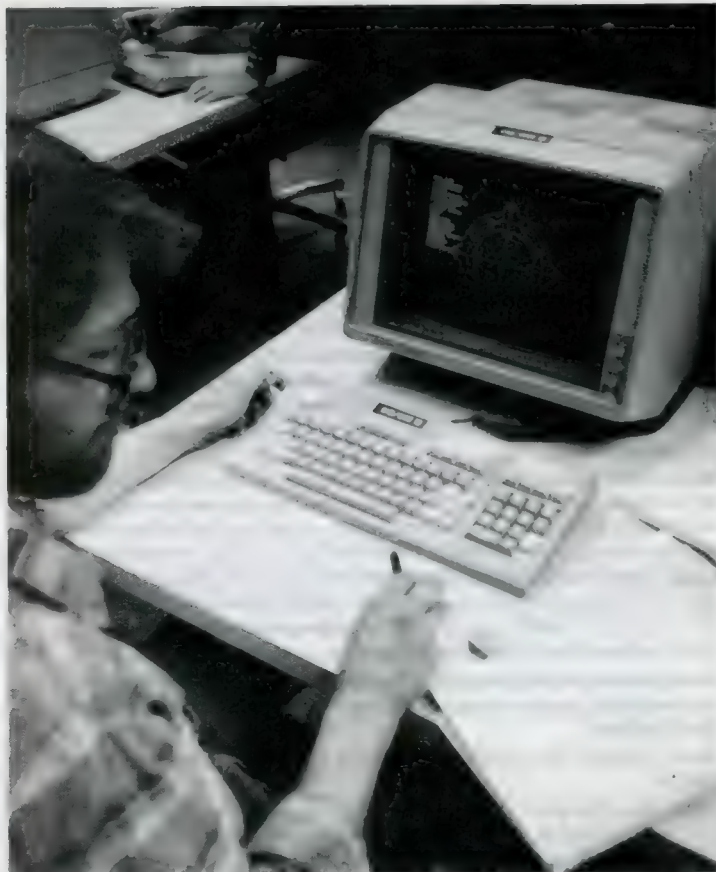
NOTATION:

This program is designed to prepare you for a technical level career upon graduation from Delta College and is not transferable into a Mechanical Engineering baccalaureate degree. If you want to become a mechanical engineer you are advised to consult with a counselor about transfer college requirements and follow the Delta College pre-engineering program.

DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

You should discuss with a counselor the best order in which to schedule these courses.

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.



As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.

MECHANICAL DRAFTING

MECHANICAL DRAFTING

Mechanical Drafters make detailed drawings of products and machinery from sketches and specifications conceived by engineers and designers. The finished drawings are used as working plans for engineering and manufacturing purposes. Depending on experience and level of responsibility, duties may vary from preparing basic drawings to modifying the finished design using computer aided design equipment.

In order to enter this area of work, you should be able to: work within precise limits or standards of accuracy, work under pressure, concentrate for longer periods of time, visualize 3-dimensional objects from drawings or pictures, see detail in objects or drawings, and recognize slight differences in shapes and shadings.

Many courses have prerequisites: see current course description booklet.

CERTIFICATE PROGRAM

Technical Courses	Sem. Hrs.
CAD 110 CAD/CAM System Orientation	2
DRF 104 Basics of Industrial Drafting OR	
DRF 105 Beginning Industrial Drafting	5, 3
MS 114 Machine Tools	3
	<u>8-10</u>

Semester Two

DRF 107 Computer-Aided Industrial Drafting	3
MT 110 Machine Tool Calculations	5
MFG 111 Manufacturing Processes	3
	<u>11</u>

Semester Three

DRF 255 Advanced Mechanical Drafting	6
DRF 256 Descriptive Geometry	3
DRF 128 Geometric Tolerancing	2
	<u>11</u>
	30-32

ASSOCIATE IN APPLIED SCIENCE DEGREE

You must complete all courses listed for the Certificate plus the following courses:

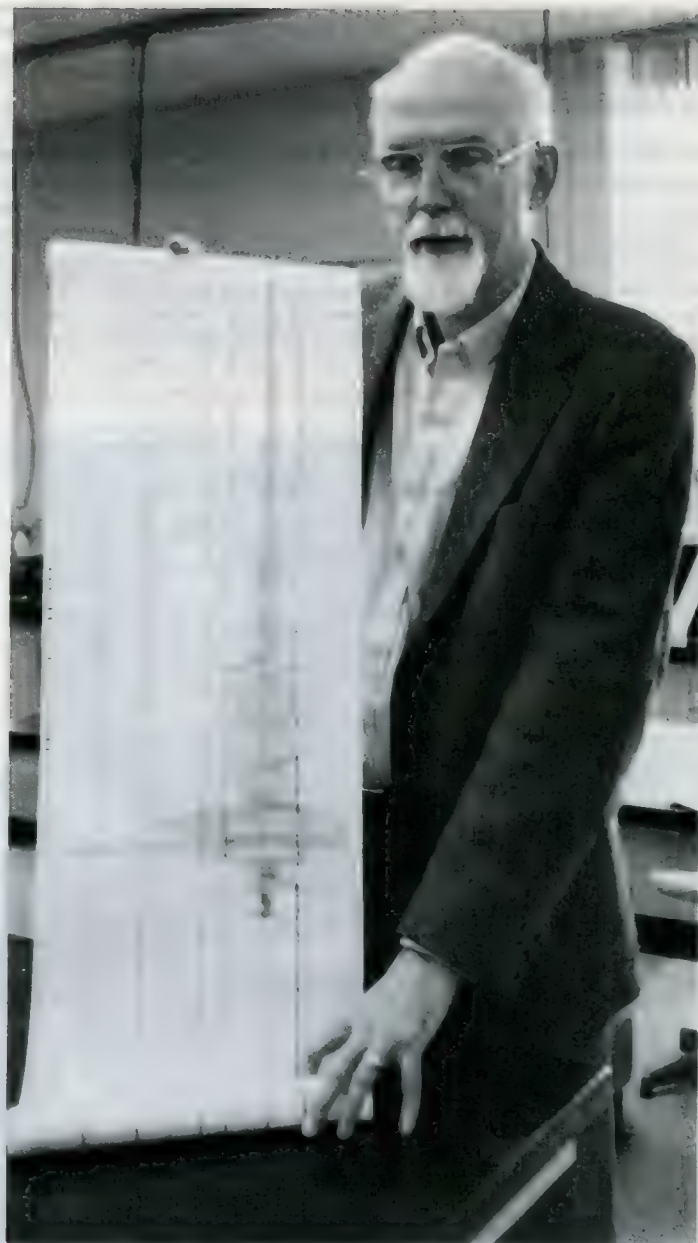
General Education	Sem. Hrs.
ENG 111 College Composition	3
ENG 113 Technical Writing	3
POL 103 Introduction to American Government ...	3
PE --- Electives - Activities	2
SPH 112 Fundamentals of Oral Communications	3
	<u>14</u>

Technical Courses	Sem. Hrs.
DRF 126 Machine Tool Illustration	2
MT 220 Introduction to Fluid Power	3
MT 221 Materials and Metallurgy	3
*--- Approved Electives	8-10
	<u>16-18</u>

TOTAL CREDITS FOR ASSOCIATE DEGREE 62

*Approved Electives:

ARC 105 Architectural Drafting I
 ARC 106 Architectural Drafting II
 ARC 204 Estimating/Specifications/Contracts
 ART 111 Drawing I
 ART 112 Drawing II
 ART 115 Basic Design Two Dimensional
 ART 116 Basic Design Three Dimensional
 ART 212 Commercial Art
 CPS 140 BASIC Programming for Math
 EET 235 Electrical Circuits
 MS 115 Machine Tools II
 MS 260 Numerical Control Programming I
 MS 261 Numerical Control Programming II
 MTH 113 Applied Trigonometry
 MTH 121 (or higher) Plane Trigonometry
 ROB 101 Industrial Robotics
 MT 205 Kinematics of Mechanisms
 MT 250 Statics & Strength of Materials
 PHY 101 Applied Physics



MECHANICAL ENGINEERING TECH

MECHANICAL ENGINEERING TECHNOLOGY/Associate in Applied Science Degree

The objective of this program is to produce graduates having a sufficiently broad base in the fundamentals of mechanical technology, drafting, manufacturing and design to be successful as mechanical engineering technicians in a metallurgical or product test laboratory, as a field technician, as an engineering aide in manufacturing or product engineering, in quality control, or in sales and service. Today, industry places responsibilities on this two-year graduate which were unique to four-year graduate engineers only a few years ago. Responsibilities as a lab technician may include not only setting up a test apparatus and running tests on an experimental product, but also writing the report and making recommendations. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Recognition by ABET assures students they will have met or surpassed minimum national criteria in job skills and professional attitude, and expands their marketability as engineering technicians.



General Education Courses	Sem. Hrs.
CHM 101 General Chemistry I	5
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
MTH 113 Applied Trigonometry I	4
MTH 211 Applied Calculus	5
CPS 140 BASIC Programming for Math OR	
CPS 165 FORTRAN Programming	2, 3
PE Elective Activity	1
PE Elective Activity	1
PHY 111 General Physics I	4
POL 103 Introduction to American Government ...	3
SPH 112 Fundamentals of Oral Communication ...	<u>3</u>
	34-35

Technical Courses	Sem. Hrs.
CAD 110 CAD/CAM System Orientation	2
*DRF 104 Basics of Industrial Drafting OR	
*DRF 105 Beginning Industrial Drafting	5, 3
DRF 107 Computer Aided Industrial Drafting	3
EET 235 Electrical Circuits	4
EET 236 Introduction to Industrial Controls	4
MS 114 Machine Tools	3
MFG 111 Manufacturing Processes	3
MT 205 Kinematics of Mechanisms	3
MT 220 Introduction to Fluid Power	3
MT 221 Materials and Metallurgy	3
**MT 251 Mechanics	4
MT 252 Strength of Materials	3
MT 256 Machine Design	<u>3</u>
	41-43

TOTAL CREDITS FOR
THE ASSOCIATE DEGREE 75-78

NOTATION:

This program is designed to prepare you for a technical level career upon graduation from Delta College and is not transferable into a Mechanical Engineering baccalaureate degree. However, this program is transferable into baccalaureate technology degree programs. Students wanting to become mechanical engineers are advised to consult with a counselor about transfer college requirements and follow the Delta College pre-engineering program.

*Credit toward the Associate Degree may be earned in Drafting - DRF 104 or DRF 105, not both.

**MT 251 is offered during Spring semester so that a student can complete this program in a Fall, Winter, Spring sequence. The MT and EET courses will be offered in the semesters indicated during the day and also in the following semester during the evening.

You should discuss with a counselor the best order in which to schedule these courses.

MEDICAL ASSISTANT

MEDICAL ASSISTANT/Associate in Applied Science Degree

Medical Assistants help physicians examine and treat patients and take care of the clerical work necessary for a smoothly run office. In helping physicians examine patients, medical assistants may check weight, height, temperature, blood pressure, and make simple laboratory tests. In helping with treatment, they instruct patients about medication and self-treatment at home, give injections, apply bandages, and take electrocardiograms. Clerical duties are varied but likely to include: processing insurance forms, typing, patient billing and payment records management, scheduling appointments and handling correspondence.

The American Association of Medical Assistant (AAMA) sponsors a certification program and its certifying board awards certificates to medical assistants who pass a comprehensive written examination and have two years of experience in the field. Certification is not a license and is not required for AAMA membership; however, physicians usually consider Certified Medical Assistants to be highly qualified assistants.

I. Prior to enrolling in MA 210, "Assisting the Physician I," you must complete the following courses with a minimum "C" (2.0) grade:

Course Title	Sem. Hrs.
AH 114 (Fall) Integrated Medical Science & Terminology I	6
AH 115 (Winter) Integrated Medical Science & Terminology II	6
BIO 102 Microbiology and Infection Control	2
MTH 117 Mathematics for Allied Health	2
OSE 116 (Winter) Introduction of the Medical Office	2
OSE 151 Business Communications I	3
OSE 172 Keyboarding III: Intermediate	3
	<u>24</u>

II. Enroll in your first medical assisting sequential course and get a "C" (2.0) or better:

MA 210 (Fall) Assisting the Physician I	4
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III. Prior to enrolling in MA 230, "Medical Assistant Internship," you must complete:

SPH 114 Interpersonal Communications	3
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In addition, **prior to enrolling in MA 230, you must complete the following courses with a minimum "C" (2.0) grade:**

MA 220 (Winter) Assisting the Physician II	4
HSC 140 Basic Medical Emergencies	2
HSC 205 (Winter) Legal Aspects of Health Care	2
MA 105 (Winter) Computer Use in the Medical Office	3
OSE 152 Business Communications II	3
OSE 157 Filing	2
OSE 254 (Fall) Medical Insurances I	3
OSE 255 (Winter) Medical Insurances II	2
OSE 266 (Winter) Medical Office Practices	3
OSE 276 Medical Machine Transcription	2
	<u>26</u>

IV. Enroll in and complete with a minimum "C" (2.0) grade:

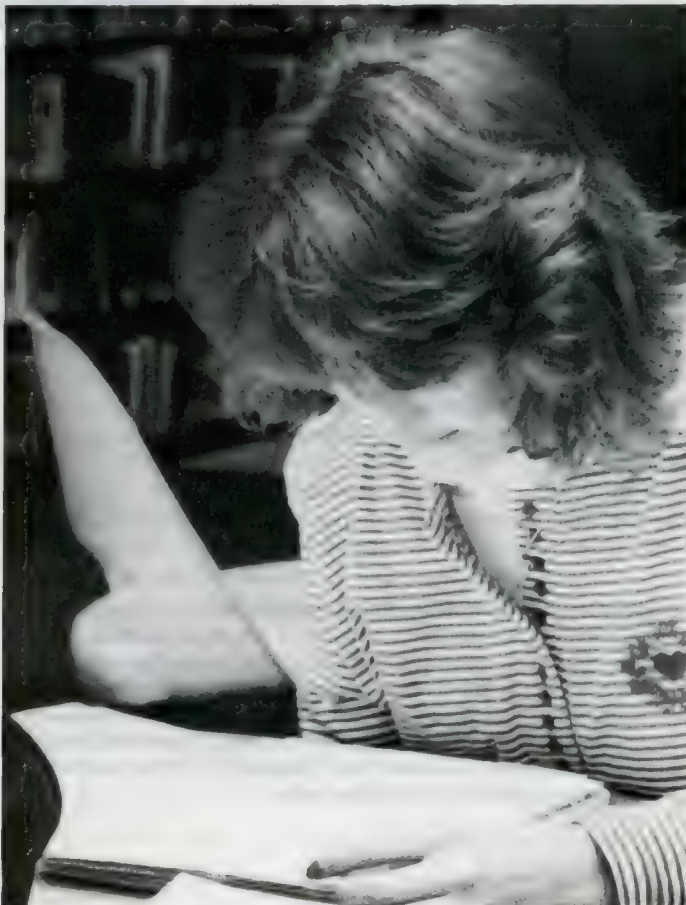
MA 230 (Spring) Medical Assistant Internship	4
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V. Courses remaining to complete your associate degree:

PE --- Elective Activity	1
PE --- Elective Activity	1
POL 103 Introduction to American Government	3
	<u>5</u>

TOTAL 66

You should discuss with a counselor the best order in which to schedule these courses.



NURSING

NURSING/Associate in Applied Science Degree

The nursing curriculum prepares you to function effectively as a member of the health care team. As a graduate you will be qualified for employment as a beginning nurse practicing in structured settings; for example, acute care hospitals, extended care facilities, nursing homes, clinic. Upon successfully completing this program you are eligible to take the Michigan Board of Nursing Examination for licensure as a Registered Nurse. This Delta College program is accredited by the National League for Nursing and approved by the Michigan Board of Nursing.

General Education Courses	Sem. Hrs.
BIO 131 & 132 Anatomy and Physiology I & II	8
BIO 203 General Microbiology	4
ENG 111 College Composition I	3
ENG 112 College Composition II	3
NUR 100 Introduction to Health Care: Nursing	2
PE Elective Activity	1
PE Elective Activity	1
PHL 230 Bioethics	2
PHL 231 Bioethics: Application for Nurses	1
POL 103 Introduction to American Government	3
PSY 211 General Psychology	4
SOC 211 Principles of Sociology	3
	<u>35</u>

Nursing Courses (Regular Clinical Track)

Each of the following courses are five week courses. It is required that these courses be taken in the semesters indicated.

Semester 1

NUR 101 Nursing 1 Fundamentals	3
NUR 102 Nursing 2 Fundamentals	3
NUR 103 Nursing 3 Fundamentals	3

Semester 2

NUR 104 Nursing 4 Surgical Nursing	3
NUR 105 Nursing 5 OB	3
NUR 106 Nursing 6 Peds	3

Semester 3

NUR 207 Nursing 7 Adult Medical/Surgical	3
NUR 208 Nursing 8 Adult Medical/Surgical	3
NUR 209 Nursing 9 Psychiatric Nursing	3

Semester 4

NUR 221 Nursing 10 Advanced Medical/Surgical	3
NUR 222 Nursing 11 Critical Care	3
NUR 223 Nursing 12 Unit Management	3
	<u>36</u>

Nursing Courses (LPN Transition Clinical Track)

Delta College does **not** offer a licensed practical nursing (LPN) program. However, currently licensed LPN's have the option of taking a special transition clinical track of nursing courses leading to the RN license. If interested in this option, you should make an appointment with the nursing counselor and read carefully the curriculum guidesheet (available from Counseling Center) outlining LPN Transition options and requirements.

NOTATIONS:

1. Due to the limited capacity of nursing training facilities, and the specific requirements of the accreditation agencies, this program is considered a "limited enrollment" curriculum. You will be placed in the clinical nursing courses only **after** successfully completing the prerequisite qualifications and submitting an "Application to the Nursing Professional Course Sequence" to the college Counseling Center.

2. Prerequisite qualifications are: (a) be admitted to Delta College (b) provide transcripts from high school and all other colleges or training institutions attended (c) completion with a C minimum grade in **each**, courses NUR 100, BIO 131 & 132, BIO 203 (d) completion, with a C grade average in at least 12 credits from the remaining general education courses listed.

3. Nursing courses are offered Fall and Winter semesters and usually must be taken consecutively in sequence.

4. You must achieve a minimum C grade in each nursing course to be eligible to continue in the program. You must comply with all Nursing Program Progression and Retention Policies (copy available from nursing counselor).

5. You must achieve a GPA of at least 2.000 in the clinical nursing courses to graduate from this program.

6. After notification received for clinical acceptance, you must have a complete physical examination including a negative TB test no later than three months prior to enrollment in Nursing 3 course. You are required to have the physical examination renewed annually.

7. In addition to tuition and textbook costs, you must purchase uniforms, clinic shoes, and provide your transportation to clinical settings (plus possible hospital parking charges).

8. Nursing course NUR 100 is waived with credit for you if you have a certificate and enroll for Nursing Transition Sequence.

9. It is strongly recommended that you not begin the clinical nursing course sequence until all general education courses are completed.

10. You are expected to possess good basic mathematics skills prior to enrollment in Nursing Course NUR 100 (if regular clinical track) or prior to enrollment in Nursing Course NUR 107 (if LPN Transition clinical track). If math skills are weak, you are advised to take Mathematics Course MTH 117 (Math for Allied Health) or NUR 120 (Medication Administration).

11. You must be currently certified in CPR to enter Nursing courses. CPR certification must be maintained throughout enrollment in Nursing courses.

12. As a nursing student you are expected to obtain and read the Nursing Student Handbook which contains additional information and requirements.

13. Clinical nursing courses represent a full-time student load. It is recommended that students prepare for this level of involvement by taking at least one semester of full-time study in pre-clinical courses immediately prior to entry into NUR 101 or NUR 107.

You should discuss with a counselor the best order in which to schedule these courses.



OFFICE CLERK

OFFICE CLERK/Certificate

Clerk-typist duties are generally a combination of typing, filing, sorting mail and printed materials, and other general office responsibilities. Upon completing this certificate program, you are prepared for entry-level positions such as: Data Typist; General Typist, File Clerk; Mail Clerk; Office Machine Operator (adding, calculating, duplicating, etc.).

General Education Courses	Sem Hrs
SPH 114 Interpersonal Communications OR	
PSY 101 Applied Psychology	3
	3
Business Courses	Sem Hrs
GB 110 Business Computations	3
OSE 145 Integrated Office Systems	4
*OSE 151 Business Communications I	3
OSE 157 Filing	2
OSE 171 Keyboarding II: Format	3
OSE 172 Keyboarding III: Intermediate	3
OSE 175 Machine Calculation	1
OSE 177 Proofreading	2
*OSE 273 Keyboarding IV: Advanced	3
*OSE 274 Machine Transcription	2
OSE 181 MicrosoftWord OR	
OSE 184 Displaywrite OR	
OSE 185 Wordstar OR	
OSE 186 Multimate	3
	32

NOTATIONS:

1. Credit by examination available for GB 110 Business Computations, OSE 157 Filing, OSE 172 Keyboarding III: Intermediate, OSE 175 Machine Calculation. (There is a required testing fee.)
 2. If you are entering with equivalent skills you may waive OSE 171 or 172; however, a minimum of 30 semester hours will be required for a certificate.
 3. Typewritten assignments required for OSE 151 Business Communications I. (Credit by examination available.)
 4. If weak in mathematics, you may want to take Pre-Algebra Mathematics (MTH 100) before enrolling in Business Mathematics (GB 110). (Pre-test available)
 5. A general knowledge of math is required for OSE 175 Machine Calculation.
 6. Courses with an asterisk required a minimum grade of "C".
- Any exception to the above curriculum must be approved by the Division Chairman.
- NOTE: DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.**

OFFICE PROFESSIONAL

OPTIONS:

ACCOUNTING

SHORTHAND

INFORMATION PROCESSING

Associate in Business Studies Degree

The efficiency of any organization depends in large part upon its professional office staff as it is the center of communications within a firm. Specific job duties differ among organizations and vary between their departments. An Office Professional today must have a strong foundation in manipulating and transmitting communications, spreadsheets, data bases, as well as possessing good human relation skills. Opportunities for office employment may be found in banking, government, education, entertainment, insurance, retailing and wholesaling, manufacturing, real estate, travel, transportation, etc., businesses and agencies.

Delta College offers the following three specialized office professional options.

OFFICE PROFESSIONAL: This office program is designed with three options for the Office Professional.

ACCOUNTING for the student with an interest in working in an accounting environment; **SHORTHAND** for the student interested in the legal or office administrative setting; and **INFORMATION PROCESSING** for the student interested in a variety of possible office settings.

LEGAL OFFICE PROFESSIONAL: This program provides basic office skills in addition to specialized legal vocabulary, legal machine transcription, and legal office practices.

MEDICAL SECRETARIAL: By completing this degree program you will be trained to know medical terminology and laboratory procedures, to be able to process medical forms and insurances, handle correspondence and compile and record medical records, charts and files.

Secretarial students must complete all "Basic Core Program" courses plus courses listed in one of the three specialized secretarial options.

Basic Core Program Requirements (all four options)		Sem. Hrs.
GB 153 Introduction to Business	3	
OSE 145 Integrated Office Systems	4	
*OSE 151 Business Communications I	3	
*OSE 152 Business Communications II	3	
OSE 157 Filing	2	
OSE 172 Keyboarding II: Intermediate	3	
OSE 175 Machine Calculations	1	
OSE 177 Proofreading	2	
OSE 273 Keyboarding IV: Advanced	3	
PE --- Elective Activity	1	
PE --- Elective Activity	1	
POL 103 Introduction to American Government	3	
PSY 101 Applied Psychology OR		
SPH 114 Interpersonal Communications	3	
		32

NOTATIONS:

1. Credit by exam available for OSE 151, OSE 157, OSE 175, OSE 177, OSE 184, and OSE 274.
2. Electives may be substituted upon demonstration of equivalent skills for OSE 161, 162 and/or 172.
3. Typewritten assignments are required for OSE 151 Business Communications I.
4. A knowledge of general math is required for OSE 175 Machine Calculation.
5. Students not scoring at least 70% on math placement test in GB 110 may be required to take MTH 100.
6. All majors must complete core courses.
7. For an Associate in Business Studies a minimum of 62 credits are required.
8. Courses with an asterisk (*) require a minimum grade of "C".
9. OSE 101 Word Perfect Basics is a prerequisite for OSE 172 and 273 unless you have completed OSE 170 or OSE 171.
10. It is strongly recommended that the course with a number sign (#), OSE 145, should be taken before CIS 132 and CIS 260.

OFFICE PROFESSIONAL REQUIREMENTS

Sem. Hrs.

CIS 132 Spreadsheet Fundamentals	2
CIS 260 dBase	3
OSE 195 Desktop Publishing/Pagemaker	2
*OSE 245 Advanced Software Applications	2
*OSE 268 General Office Practices	3
*OSE 274 Machine Transcription	2
	14

Options: Select from

Group I - Accounting **OR**

Group II - Shorthand **OR**

Group III - Information Processing

GROUP I - ACCOUNTING

ACC 111 OR ACC 211 Introductory Accounting	4
ACC 214 Microcomputer Accounting Applications	4
--- --- Electives	8
	30

GROUP II - SHORTHAND

GB 110 Business Mathematics	3
OSE 161 Alphabetic Shorthand I	3
OSE 162 Alphabetic Shorthand II	3
--- --- Electives	7
	30

GROUP III - INFORMATION PROCESSING

GB 110 Business Mathematics	3
CIS 118 IBM PC DOS	1
OSE 181 Microsoft Word OR	
OSE 184 Displaywrite 4 OR	
OSE 185 Wordstar OR	
OSE 186 Multimate	3
OSE 197 DTP Page Layout and Design	4
--- --- Electives	5
	30

LEGAL OFFICE PROFESSIONAL REQUIREMENTS

Sem. Hrs.

GB 251 Business Law I	3
GB 252 Business Law II	3
LAS 140 Survey of Computers in the Law Office	2
OSE 161 Alphabetic Shorthand I	3
OSE 162 Alphabetic Shorthand II	3
*OSE 267 Legal Office Practices	4
*OSE 275 Machine Transcription/Legal	2
--- --- Electives	10
	30

MEDICAL SECRETARIAL REQUIREMENTS

Sem. Hrs.

*AH 114 Integrated Medical Science & Terminology I	6
*AH 115 Integrated Medical Science & Terminology II	6
OSE 116 Introduction to the Medical Office	2
*OSE 254 Insurance Forms I	3
*OSE 255 Insurance Forms II	2
*OSE 266 Medical Office Practices	3
*OSE 276 Machine Transcription/Medical	2
--- --- Electives	6
	30

PHYSICAL THERAPIST ASSISTANT

PHYSICAL THERAPIST ASSISTANT/ Associate in Applied Science Degree

Physical Therapist — Delta's program is for the training of Physical Therapist Assistants only. If you are planning to become a Physical Therapist, you should follow the Pre-Physical Therapy curriculum guidesheet available in Delta's Counseling Center.

Physical Therapist Assistants work under the direction and supervision of Registered Physical Therapists. They may work in any setting in which Registered Physical Therapists are present. Such settings include acute care hospitals, rehabilitation centers, special education schools, geriatric facilities and private clinics. Graduates of this program are able to carry out patient treatment programs designed by the Registered Physical Therapist which utilize heat, light, water, sound, massage, therapeutic exercises and rehabilitation/habilitation procedures. This Delta College program is accredited by the American Physical Therapy Association.

General Education Courses*	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
POL 103 Introduction to American Government OR	
POL 111 American Government and Politics	3, 4
PSY 211 General Psychology	4
PSY 223 Child Psychology	
PSY 231 Psychology of Personality	
PSY 241 Abnormal Psychology	Choose 1
PSY 250 Behavior Management	3
SOC 275 Sociology of Stress	
PE --- Physical Education Elective Activity	2
	18/19

*NOTE: To fulfill the Associate Degree, you must have all General Education courses satisfactorily completed as well as **all prerequisites and all clinical** courses.

Many courses have prerequisites: see current course description booklet.

The Physical Therapist Assistant program has the following academic requirements:

I. Required courses prior to application phase of PTA:

a. Required courses for which you need a "C" (2.0) or better in each course prior to application to the clinical phase of the PTA program:

Technical Courses	Sem. Hrs.
+BIO 131 Anatomy and Physiology I	4
BIO 132 Anatomy and Physiology II	4
HSC 105 Medical Terminology	2
	10

+You need a year of both high school Biology and Chemistry with a grade of "C" or better (or equivalent college courses) prior to enrolling in BIO 131. Otherwise, you must take BIO 130 (formerly BIO 100). Math skills through Algebra area a must.

b. Required, also, are six (6) credit hours from the General Education Courses (listed in IV below) with a grade point average of a "C" (2.0) prior to application for the clinical phase of the PTA program.

II. APPLICATION TO THE CLINICAL PHASE of the PTA program:

a. You may apply for the clinical phase of the program during the last week of the semester in which you are completing the prerequisites.

III. PRIOR TO STARTING THE CLINICAL PHASE of your PTA program you must complete the following courses with a grade of "C" (2.0) or better in each course:

Technical Course	Sem. Hrs.
SPH 114 Interpersonal Communications	3
	3

IV. Prior to beginning clinical you must have CPR certification (Two Rescuer Techniques). CPR certification must be renewed annually.

V. Required PTA Sequential Courses**

(Be aware that clinical hospital assignments may be outside the Tri-county area.)

Technical Courses	Sem. Hr.
Semester 1 (Fall)	
PTA 101 Clinical Anatomy I	2
PTA 105 Modalities I	6
PTA 110 Therapeutic Exercise I	2
PTA 115 Evaluation Techniques I	1
Semester 2 (Winter)	
PTA 102 Clinical Anatomy II	1
PTA 120 Therapeutic Exercise II	2
PTA 121 Normal Growth and Development	2
PTA 123 Clinical Medicine I	2
PTA 124 P.T.A. Clinic I	2
PTA 125 Evaluation Techniques II	3
Semester 3 (Fall)	
PTA 205 Modalities II	1
PTA 210 Therapeutic Exercise III	2
PTA 213 Clinical Medicine II	1
PTA 214 P.T.A. Clinic II	3
PTA 215 Rehabilitation Programs	1
Semester 4 (Winter)	
PTA 220 Chest Physical Therapy & Cardiac Rehabilitation	1
PTA 221 Clinical Semester	2
PTA 224 P.T.A. Clinic III	9
Total	43

**You must receive a "C" (2.0) or better in each of the above Clinical courses in order to continue in the program.

NOTE: ABOVE INFORMATION SUBJECT TO CHANGE. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY COURSE AND CURRICULUM REQUIREMENTS.

NOTATIONS:

1. A maximum of 14 students will be accepted each Fall semester for Physical Therapist Assistant courses from the program waiting list. You will be placed on this waiting list only **after** successfully completing the prerequisite qualifications and submitting the special Physical Therapist Assistant application to the college Counseling Center.

2. Prerequisite qualifications are: High school graduate or GED equivalent; completion, with a C (2.0) minimum grade in **each**, of HSC 105, 110, 140, BIO 131 & 132; completion, with a C (2.0) grade average of at least 6 credits from the remaining general education courses listed; provide transcripts from high school and all other colleges attended; be admitted to Delta College.

3. Physical Therapist Assistant courses are offered day hours only and must be taken in the sequence shown.

4. You must achieve a minimum C (2.0) grade in each Physical Therapist Assistant course to be eligible to continue in the program.

5. In addition to tuition and textbook costs, you must purchase uniforms, clinic shoes and provide your transportation to clinical settings (plus possible hospital parking charges).

6. After notification received for clinical acceptance, you must have a complete physical examination including a negative TB test done annually.

7. Current CPR certification is required for admission to the clinical sequence. CPR certification must be renewed annually.

You should discuss with a counselor the best order in which to schedule these courses.

PRACTICAL NURSE (LPN)

PRACTICAL NURSE (LPN)/Certificate

The P.N. program is an intense FULL-TIME three semesters that will require **college level** reading skills as well as skills in **health care** mathematics, as taught in MTH 117 and NUR 120. Delta offers ENG 108, Effective Reading I, and ENG 109, Effective Reading II, that are designed to improve one's reading. The ASSET test provides a measurement of reading, writing and math skills and is required of all new entering students.

PREREQUISITES REQUIRED:

Course Title	Sem. Hrs.
BIO 130 Introduction to Chemistry & Cell Biology	3
NUR 100 Introduction to Health Care	2

PREREQUISITES RECOMMENDED:

HSC 105 Medical Terminology	2
MTH 117 Allied Health Math OR	2
NUR 120 Medication Administration	3

NOTE:

1. Grades of "C" (2.0) or better in the required prerequisite courses are necessary to enter the clinical courses.

2. The clinical courses are to be completed in sequence and taken on a full-time basis, with a grade of "C" (2.0) or better in each required course to progress to the next course.

3. The Anatomy and Physiology courses (BIO 131 and 132) may be taken prior to the clinical semester listed.

4. Integrated through the clinical nursing courses are: Clinical Pharmacology, Nutrition, and Professional and Legal Concept of Nursing.

5. **Clinical Admission:** This is a limited enrollment program of approximately 40 students.

6. **C.P.R. Training:** Beginning Winter 1984 all students entering clinical courses must have a CPR card which will remain current throughout the clinical program. Training may be obtained through the Red Cross, Delta College, your local Community Education, or Hospital Education facility. (A photocopy of your certificate must be turned in at the P.N. Coordinator's office prior to the start of classes.) The CPR certification must include one- and two-person rescuer, infant rescuer and airway obstruction relief.

7. **Program-Entry Health Requirement:** A student must submit a complete physical examination report to the Delta Health Office one month prior to entrance into the first clinical course. The physical examination must confirm that the student is free from communicable disease and capable of performing all the duties necessary for the safe care of patients. A positive TB test will require a recent chest X-ray. Clinical students are required to have a physical exam annually prior to the beginning of the semester.

8. The State Board of Nursing **may deny** a graduate nurse the right to sit for the State Board Examination if the applicant has a history of a **felony conviction**. Questions may be directed to the Michigan Department of Licensing and Regulation, Board of Nursing, P.O. Box 30018, Lansing, Michigan 48909, (517) 373-1600.

9. Check with Nursing Counselor or PN Coordinator to clarify any information on this sheet or regarding the Nursing Program.

10. Students are responsible for their own uniforms, equipment and transportation. Information regarding the uniform and equipment needs will be provided by the PN Coordinator during a clinical orientation.

11. **Clinical Validation:** Applications will be accepted during the last week of the semester in which you finish the required prerequisite courses (BIO 130 and NUR 100).

You will be eligible to apply for Clinical only **AFTER SUCCESSFULLY COMPLETING THE REQUIRED PREREQUISITES LISTED ABOVE**. The above information is subject to change. Delta College reserves the right to modify curriculum requirements.

CLINICAL SEQUENCE

First Semester	Credits
PNE 101 Fundamentals of Nursing	7
PNE 110 P.N. Principles of Pharmacology	1
BIO 131 Anatomy and Physiology I	4
	12

Second Semester	
PNE 102 P.N. Care of the Adult I	8
BIO 132 Anatomy and Physiology II	4
	12

Third Semester	
PNE 103 P.N. - Maternal Child Care (5 weeks)	5
PNE 104 P.N. - Care of the Adult II (10 weeks)	8
	13

TOTAL 37

PRE—PRESS LITHOGRAPHY TECHNICIAN

PRE-PRESS LITHOGRAPHY TECHNICIAN/Certificate

Lithography or offset printing is the dominate method of printing. Lithographers photograph or scan the material to be printed and make a printing plate from the film which, when inked, is pressed against a rubber-covered roller to transfer the ink onto the paper. Lithographers are responsible for a variety of printing activities ranging from photographing copy and pictures to making the final printing plates. In a small shop a single worker may handle every step in the printing process. Otherwise, lithographic workers tend to specialize in jobs such as camera operator, artist, stripper or platemaker.

Camera operators start the process of making the plates by photographing and developing negatives of the material to be printed.

Artists retouch the negatives to sharpen or reshape images. They use chemicals, dyes and special tools and must know the characteristics of all types of paper.

Strippers cut the film and arrange and paste the negatives onto layout sheets which are used to make the plates.

Platemakers cover the surface of a flat piece of metal with a coating of photosensitive chemical or use pre-coated plates. They put the layout sheets on top of the plate and expose both to the light. This produces the printing plate.

Course Title	Sem. Hrs.
Semester One	
DRF 101 Drafting for Graphic Arts	1
*MTH 100 Pre-Algebra	2
PRT 100 Introduction to Graphic Arts	4
PRT 110 Pre-Production Graphic/Film Assembly I	5
	12

Semester Two	
PRT 112 Pre-Production Graphic/Film Assembly II	6
Electives Approved Electives	6
	12

Semester Three	
PRT 120 Pre-Production Graphic/Film Assembly III	6
TOTAL PROGRAM REQUIREMENTS	30

*MTH 100 may be waived with a score of 45 or above on the numerical skills part of the assessment or a high level mathematics may be substituted. Also DRF 101 and PRT 100 may be waived based on prior training or experience. Talk with a counselor for details.

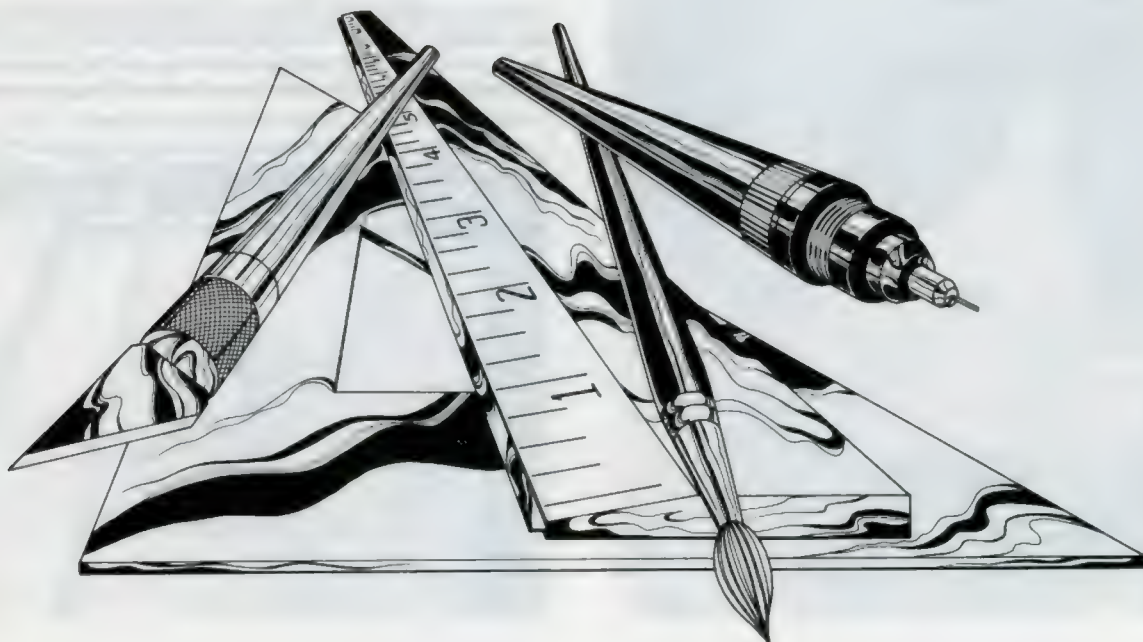
PRT 110, 112 and 120 are offered at Dow High School in Midland.

Approved Electives

ART 111 Drawing I
ART 115 Basic Design 2-D
ART 221 Commercial Art
ART 281 Silkscreen Printing
OSE 195 Desktop Publishing - Pagemaker
PHO 101 Photography I
PHO 102 Photography II
CAD --- To be developed

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.



RADIOGRAPHY

RADIOGRAPHY/Associate in Applied Science Degree

Working under the supervision of a physician, Radiographers (also called Radiologic Technologists) use X-Ray equipment to take pictures of the internal parts of a patient's body. Radiographers position the patient; determine and set exposure factors; expose and process the required number of radiographs of the right density, detail and contrast; prepare and help administer chemical mixtures called contrast media; assist in fluoroscopic examinations; and use radiation protection devices and techniques. Upon successfully completing this program, you are eligible to take the registry certification exam administered by the American Registry of Radiologic Technologists as this Delta College program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in Cooperation with the Joint Review Committee on Education in Radiologic Technology.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPH 114 Interpersonal Communications	3
HSC 105 Medical Terminology	2
HSC 140 Basic Medical Emergencies	2
PE Elective Activity	1
PE Elective Activity	1
BIO 131 & 132 Anatomy & Physiology I & II	8
POL 103 Introduction to American Government	3
PSY 211 General Psychology	4

Radiography Courses

Fall Only

RAD 100 X-Radiation Physics	4
RAD 102 Introduction to Radiography	2
RAD 105 Fundamentals of Radiography	2
RAD 110 Principles of Radiographic Exposure	1
RAD 115 Clinical Orientation	3

Winter Only

RAD 130 Radiographic Procedures I	2
RAD 135 Clinical Education I	5
RAD 140 Clinical Seminar I	1
BIO 222 Radiation Biology and Protection	3

Spring/Summer Only

RAD 150 Radiographic Procedures 2	2
RAD 155 Radiographic Quality Assurance	1
RAD 160 Clinical Education 2	6
RAD 165 Clinical Seminar 2	1

Fall Only

RAD 210 Pathology in Radiology	2
RAD 215 Radiographic Procedures 3	2
RAD 220 Clinical Education 3	6
RAD 225 Clinical Seminar 3	1

Winter Only

RAD 235 Radiographic Procedures 4	2
RAD 240 Special Procedures	3
RAD 245 Clinical Education 4	6
RAD 250 Clinical Seminar 4	1

Spring/Summer Only

RAD 260 Clinical Education 5	10
	66

NOTATIONS:

1. Approximately 16 students will be accepted each Fall semester for Radiography courses from the program waiting list. You will be placed on this waiting list, only **after** successfully completing the prerequisite qualifications and submitting the special Radiography Application to the college Counseling Center.
2. Prerequisite qualifications are: (a) High school graduate or GED equivalent; (b) Completion with a C (2.0) minimum grade in **each**, courses HSC 105, BIO 131 & 132; (c) Completion, with a C (2.0) grade average, at least 9 credits from the remaining general education courses listed; (d) be admitted to Delta College; and (e) provide transcripts from high school and all other colleges attended.
3. Courses HSC 140 and SPH 114 must each be completed with a minimum C (2.0) grade prior to enrollment into the first semester of Radiography courses. CPR certification must be maintained throughout enrollment in the Radiography courses sequence.
4. You must observe Radiographers performing their skills in 2 hospitals for a minimum of 8 hours within 6 months of being placed on the program waiting list. Details and procedures will be provided by the Radiography Counselor.
5. Radiography courses are offered day hours only and must be taken together in the sequence shown.
6. You must achieve a minimum C (2.0) grade in **each** Radiography, and Biology courses to be eligible to continue in the program. You **must** comply with all Radiography Program Progression and Retention policies (copy available from the Radiography counselor).
7. After notification received for Fall acceptance, you must have a complete physical examination including a negative TB test.
8. In addition to tuition and textbook costs, you must purchase uniforms, clinic shoes, and provide your transportation to clinical settings (plus possible hospital parking charges).

RESIDENTIAL CONSTRUCTION

RESIDENTIAL CONSTRUCTION/Certificate

This program is designed to prepare students for jobs in rough carpentry and house framing with the skills they will have learned in such areas as: job specifications and drawings; building materials; use of woodworking and surveying tools; cost estimations; concrete work; exterior finishing. Completion of this program preempts years of apprenticeship in the construction field and the graduate may become self-employed, or find employment with a contractor or in a building supply center.

Residential Construction Courses	Sem. Hrs.
Semester One	
RC 101 Construction Print Interpretation	3
RC 102 Building Materials	3
RC 113* Carpentry Math	2
RC 114* Framing Square	3
RC 104 Construction Laboratory I	3
RC 109 Residential Drafting	4
	<u>15, 18</u>

Semester Two	
RC 105 Building Site Surveying	3
RC 106 Concrete and Foundations	4
RC 108 Construction Safety	2
RC 211 Elements of Structural Design	3
	<u>12</u>

Semester Three	
RC 200 Construction Contracting Rules and Regulations	3
RC 201 Rough Framing and Outside Finishing	4
RC 202 Building Materials Estimation	3
RC 203 Construction Laboratory II	2
	<u>12</u>

TOTAL CREDITS FOR CERTIFICATE 42

*RC 113 is for students who receive a score on Asset below that recommended for Algebra I on the numerical skills part of the test. It is required to prepare for RC 114.

NOTE: DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

You should discuss with a counselor the best order in which to schedule these courses.

RESIDENTIAL CONSTRUCTION/Associate in Applied Science Degree

In addition to skills gained from courses completed in the Residential Construction Certificate program, students completing this associate degree program will have learned construction techniques in: interior trim; cabinet making and installation; equipment installation; interior finishing. The program also offers the breadth of education necessary for a successful self-employed business or lumberyard management and has the support of the home builders association.

A student must complete all courses listed in the Delta College Residential Construction Certificate program (39 credits) plus the following two groups of courses in order to receive the associate degree.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
	<u>14</u>

Residential Construction Courses	Sem. Hrs.
RC 204 Inside Finishing and Hardware	3
RC 205 Cabinet Making and Millwork	5
RC 206 Plumbing, Heating and Electrical Equipment	3
	<u>11</u>

TOTAL CREDITS FOR CERTIFICATE 42

TOTAL CREDITS FOR ASSOCIATE DEGREE 64,67



RESPIRATORY THERAPY

RESPIRATORY THERAPY

The Respiratory Therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in the supervision of respiratory technician functions. The therapist is also capable of serving as a resource person to the physician with regard to current practices in respiratory care and to the hospital staff as to effective and safe methods for administering respiratory therapy. Respiratory therapists who have a certificate of completion from an AMA-approved therapist training program, 62 minimum semester hours of college credit, and 1 year of experience following completion of the program are eligible to apply for registration by the National Board for Respiratory Therapy (NBRT). The registry examination consists of written and oral tests. Applicants must pass both to be awarded the Registered Respiratory Therapist (RRT) credential.

General Education Courses	Sem. Hrs.
BIO 131 Anatomy & Physiology I	4
BIO 132 Anatomy & Physiology II	4
BIO 203 General Microbiology	4
ENG 111 College Composition I	3
ENG 112 College Composition II	3
HSC 105 Medical Terminology	2
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government OR	
POL 111 American Government and Politics	3-4
RT 100 Physics for Respiratory Therapy	2
PHL 215 Health Care Ethics OR	
PEH 245 Death Education OR	
PSY 101 Applied Psychology OR	
PSY 211 General Psychology OR	
SOC 211 Principles of Sociology OR	
SOC 245 Death Education OR	
SPH 112 Fundamentals of Oral Communication	3-4
	30-32

Respiratory Therapy Course Sequence

Technical Courses	Sem. Hrs.
1st Year — FALL ONLY — 15 Credit Hours	
RT 111 Oxygen, Aerosol, and Humidity Therapy	2
RT 112 Medical Gas Production, Use and Regulation	1
RT 113 Evaluation of the Chest and Breathing: Cough and Sputum; Chest Physical Therapy	1
RT 114 Sterilization and Asepsis and Basic RT Pharmacology	1
RT 115 Hyperinflation Therapy and Pressure-cycled Ventilators	2
RT 116 Chest X-ray, Blood Gas Interpretation & Bronchoscopy	1
1 RT 121 Orientation to RT as a Profession	1
RT 126 Basic Care Modalities	5
RT 129 Clinical Seminar I	1
1st Year — WINTER ONLY — 16 Credit Hours	
RT 131 Artificial Airway Care and Manual Ventilation	2
RT 132 Adult Ventilatory Care	3
RT 133 Pulmonary Function and Stress Testing I	2
RT 134 Arterial Blood Gases & Chest Tube Drainage	1
RT 141 Pulmonary Function and Stress Testing II	2
RT 145 Basic Critical Care Techniques	5
RT 149 Clinical Seminar II	1

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

2nd Year — SPRING ONLY

RT 153 Clinical Practice	4
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2nd Year — FALL ONLY — 17 Credit Hours

BIO 141 Physiology of Trauma and Stress	4
RT 211 Advanced Respiratory Physiology	3
RT 212 Advanced Critical Care Techniques	2
RT 214 Seminar I	1
RT 216 Rehabilitation and Home Care I	1
RT 221 Patient Evaluation and Management I	4
RT 229 Clinical Seminar III	1
RT 243 Rehabilitation and Home Care II	1

2nd Year — WINTER ONLY — 16 Credit Hours

RT 205 Respiratory Therapy Pharmacology	3
RT 231 Maternal and Neonatal Respiratory Care	2
RT 232 Pathophysiology Conference	2
RT 234 Seminar II	1
RT 235 Cardiovascular Evaluation and Monitoring	2
RT 241 Critical Patient Evaluation & Management II	2
RT 242 Maternal and Neonatal Respiratory Care	3
RT 244 Optional Rotation/Special Project	1

Sub Total 68

NOTE: ABOVE INFORMATION SUBJECT TO CHANGE. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY COURSE AND CURRICULUM REQUIREMENTS.

NOTATIONS:

1. A maximum of 15 students will be accepted each Fall semester for Respiratory Therapy courses from the program waiting list. You will be placed on this list only after successfully completing the prerequisite qualifications and submitting the special Respiratory Therapy application to the college Counseling Center.
2. Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) completion with a C (2.0) minimum grade in each: RT 100, HSC 105, BIO 131 & 132 (c) be admitted to Delta College and provide transcripts from high school and all other colleges attended.
3. Prior to enrollment in course RT 100, you must have good basic algebra skills. You are advised to take MTH 107 (Algebra I) if your algebra skills are weak.
4. After notification received for Fall acceptance, you must have a complete physical examination including a negative TB test.
5. RT courses are offered day hours only and generally must be taken together in the sequence shown. You must achieve a minimum C (2.0) grade in each RT course to be eligible to continue in the program.
6. In addition to tuition and textbook costs, you must purchase a laboratory coat and provide your own transportation to clinical settings (plus possible hospital parking charges).
7. Admission to and continuance in the program is contingent upon your compliance with all policies contained in the student Clinical Policy Manual.
8. If you have prior respiratory therapy work experience you may be eligible to waive or receive equivalent credit for some RT courses.
9. Current certification in Cardiopulmonary Resuscitation (American Red Cross) or Basic Cardiac Life Support (American Heart Association) is required, BCLS certifications if preferred. Certification can be received in HSC 140, PEH 168, PEH 169, through the American Red Cross, or through the American Heart Association.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.

STENOGRAPHIC

STENOGRAPHIC/Certificate

Stenographers take dictation and then transcribe their notes on a typewriter. Most general stenographers will also do other office tasks such as filing, answering telephones and operating some office machines. Among the job opportunities to be found are entry-level positions such as: Receptionist; Transcribing Machine Operator; Stenographer; Secretarial Assistant; Correspondence Clerk.

Course Title Sem. Hrs.

Semester One

OSE 145 Integrated Office Systems	4
OSE 161 Shorthand I: Beginning	3
OSE 171 Keyboarding II: Format OR	
OSE 172 Keyboarding III: Intermediate	3
OSE 175 Machine Calculation	1
OSE 177 Proofreading	2
	<u>13</u>

Semester Two

GB 153 Introduction to Business	3
*OSE 151 Business Communications I	3
OSE 162 Alphabetic Shorthand II	3
OSE 172 Keyboarding III: Intermediate OR	
*OSE 273 Keyboarding IV: Advanced	3
	<u>12</u>

Semester Three

OSE 157 Filing	2
*OSE 274 Machine Transcription	2
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communications	3
	<u>7</u>

TOTAL SEMESTER/CREDIT HOURS 32

NOTATIONS:

1. Credit by examination available for OSE 151, 157, 175 and 274 (A testing fee is required).
2. Students entering with equivalent skills may waive OSE 161, 162, 171, 173; however, a minimum of 30 semester hours are required for a certificate.
3. Typed assignments are required for OSE 151 Business Communications I.
4. A general knowledge of math is required for OSE 175 Machine Calculation.
5. Courses with an asterisk require a minimum grade of "C".

Any exceptions to the above curriculum must be approved by the Division Chairperson.

NOTE: DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS.

You should discuss with a counselor the best order in which to schedule these courses.



SURGICAL TECHNOLOGY

SURGICAL TECHNOLOGY/Certificate

The primary function of a Surgical Technologist is to provide a safe therapeutically-effective environment for the surgical patient by assisting the surgeon and performing related services in the operating room. Graduates of this certificate program will be trained to: assist the surgeon during the operation and help apply dressings. Students successfully completing this program will be eligible to apply for the National Certifying examination administered by the Association of Surgical Technologists as the Delta College program exceeds the minimum requirements for accreditation established by the AMA Joint Review Committee-Surgical Technology.

General Education Courses	Sem. Hrs.
HSC 105 Medical Terminology	2
HSC 110 Orientation to the Health Care Industry	2
HSC 140 Basic Medical Emergencies	2
BIO 131 & 132 Anatomy & Physiology I & II	8
BIO 203 General Microbiology	4
PSY 101 Applied Psychology OR	
PSY 211 General Psychology OR	
SOC 211 Principles of Sociology OR	
SOC 275 Sociology of Stress	<u>3, 4</u>
	21-22

Surgical Technology Courses

Sem. Hrs.

Fall Only

ST 107 Pharmacology in the Operating Room	2
ST 110 The Surgical Patient	2
ST 120 Fundamentals of Surgical Technology	6
ST 130 Surgical Anatomy	4
ST 140 Operative Procedures	4

Winter Only

ST 200 Clinical Externship	12
ST 201 Operating Room Seminar	<u>3</u>
	33

SURGICAL TECHNOLOGY/Associate in Applied Science Degree

Providing students the option of earning an Associate Degree in Surgical Technology recognizes the increased responsibility, advancement opportunities and rising status of professional practitioners in this rapidly expanding field.

Students must complete all courses listed in the Delta College Surgical Technology Certificate Program (54-55 credits) plus the following additional courses in order to receive the associate degree.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	<u>3</u>
	11

NOTATIONS:

1. A maximum of 15 students will be accepted each Fall semester for Surgical Technology courses from the program waiting list. A student will be placed on this waiting list only **after** successfully completing the prerequisite qualifications and submitting the special Surgical Technology application to the college Counseling Center.
2. Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) completion with a C (2.0) minimum grade in **each**, courses HSC 105, 110, 140, BIO 131 & 132, and BIO 203 (c) be admitted to Delta College and provide transcripts from high school and all other colleges attended.
3. After notification received for Fall acceptance, a student must have complete physical examination including a negative TB test.
4. Surgical Technology courses are offered day hours only and must be together in the sequence shown.
5. A student must achieve a minimum C (2.0) grade in each Surgical Technology course to be eligible to continue in the program.
6. In addition to tuition and textbook costs, students must purchase uniforms, clinic shoes, and provide own transportation to clinical settings (plus possible hospital parking charges).



WELDING

WELDING/Associate in Applied Science Degree

A skilled welder knows the characteristics and properties of steel, aluminum, and other commonly used metals. The three primary types of welders are manufacturing, maintenance, and construction. Delta's program focuses on maintenance and construction welding training. Maintenance welders must be able to do all types of repair welding under varying conditions such as repairing, pipes, catwalks, machines and equipment. The construction welders build buildings, ships, pipelines, power plants, bridges, and other large steel structures.

Welding student pursuing the Associate in Applied Science degree must complete all "Basic Core Program" courses plus all of the courses listed in the Welding Specialist Certificate Program (33 credits) plus the courses listed in either the Welding Trades option or the Welding Technology option.

Basic Core Program Requirements	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II OR	
ENG 113 Technical Writing OR	
OSE 151 Business Communications I	3
SPH 112 Fundamentals of Oral Communication	3
MTH 111 Applied Algebra	4
MTH 113 Applied Trigonometry	4
PE Elective Activity	1
PE Elective Activity	1
PHY 101 Applied Physics	5
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
	30

Technical Related Requirements	Sem. Hrs.
DRF 120 Beginning Industrial Blueprint Reading	2
DRF 122 Blueprint Reading for Welders and Fabricators	2
MT 111 Manufacturing Processes	3
MT 221 Materials and Metallurgy	3
TW 114 Welding Power Sources	2
	12

NOTATIONS:

Associate Degree Program: The associate degree program is for persons who want additional educational background and is designed for persons with an interest in pursuing a four-year degree or working as a technician, inspector, etc.

Welding Course Planning Sheet: Welding course planning sheets are used for planning a person's curriculum and as an aid for registration. The planning sheets are available at the Delta College Industry Education Center in Midland or at the Skilled Trades office and the Counseling Center on Delta's main campus.

Welding Training Facilities: All welding certificate courses are conducted at the Delta College Industry Education Center at 2208 James Savage Road, Midland, MI.

More Information: For complete program descriptions and details, please call the Center at (517) 496-3368 or 496-3373.

NOTE: Delta College reserves the right to modify curriculum requirements.

WELDING/CERTIFICATE PROGRAM

Delta College offers welding courses for individuals seeking the necessary training to enter the job market as a welder or for welders who want to upgrade their welding skills. All welding instruction is given at the Delta College Industry Education Center, 2208 James Savage Road, Midland, MI. Additional questions concerning the welding program may be directed to the Industry Education Center (517) 496-3368 (Midland) or the Skilled Trades Department (517) 686-9437 or the Counseling Center (517) 686-9330 on Delta's main campus. In addition to tuition for each welding course, a program fee is charged for each course.

Welding Specialist Certificate Program

This program is designed to equip the student with the skills to perform all the manual welding processes. Along with the theory associated with welding, the individual should gain proficiency in all the gas, shielded metal arc, gas metal arc, and gas tungsten arc welding processes. In order to receive the Welding Specialist certificate, a student is required to satisfactorily complete all of the following welding courses. The welding courses are offered both day and evening.

Welding Courses	Sem. Hrs.
WELD 300 Introduction to Shielded Metal Arc Welding	3
WELD 302 Shielded Metal Arc Structural and Tank	6
WELD 303 Shielded Metal Arc Pipe	6
WELD 324 Shielded Metal Arc Qualifying Plate	2
WELD 325 Shielded Metal Arc Qualifying Pipe	2
WELD 306 Gas Tungsten Arc Welding	5
WELD 307 Fuel Gas Welding and Cutting	3
WELD 320 Gas Metal Arc Plate	2
WELD 321 Gas Metal Arc Pipe	2
WELD 326 GMAW/GTAW Qualifying	2
	33

All papers submitted for course credit shall become the property of the College unless ownership is specifically reserved in writing and such students pick up their documents not later than ten days after the final grade is issued in such course.

As of Fall, 1988, to earn an Associate degree all students are required to complete six (6) credits of "W" courses to comply with the "Writing Across the Curriculum" policy. These courses are designated in the Schedule of Academic Classes booklet. For example, Introduction to American Government will be listed POL 103 or POL 103W.

SKILLED TRADES

SKILLED TRADES DEPARTMENT

Location: Main Building, lower level
A 52-55

Phone: 686-9437

Office Hours: Fall/Winter Semesters: Monday—Friday 8:00 A.M.—4:30 P.M.
Spring/Summer Semesters:
Monday—Thursday 7:45 A.M.—4:00 P.M.
Friday 7:45 A.M.—3:30 P.M.

Apprenticeship Related Training Programs: Delta College offers required Related Training Programs for apprentices and up-graders in the industrial trades, building trades and maintenance trades from the Tri-County and surrounding area. Related Training Programs are designed with the cooperation of industry and provide the instruction to strengthen the theoretical knowledge in each trade area. The combination of related instruction and on-the-job experience is essential in order to provide a complete program to train the skilled personnel for the trades. Courses are offered both in the day and evening schedule to accommodate shift assignments. The scheduling and registration for classes is the responsibility of the Skilled Trades Department. Therefore, any inquiry about a particular class should be made **directly** to the Skilled Trades Department.

Since many company's Related Training Programs are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, it is imperative that the registration for these classes be coordinated by the local plant apprenticeship coordinator and the college Skilled Trades Department. All Related Training Programs are subject to change per agreement with the participating employer and Delta College.

Associate Degree Option: Apprentices who so desire may apply their Related Training towards an Associate Degree in Applied Science. In addition to the "Basic Degree Requirements" listed in Section II of this catalog, the following requirements must also be met:

1. Successful completion of all courses listed in a specific Related Training Program (39-45 semester hours).
2. Successful completion of appropriate Supportive Study Elective courses. Supportive Electives are courses taken to fit individual student needs. Prior academic course work may be acceptable. Assistance in selecting electives is available from a Delta College counselor familiar with technical career programs.
3. Receipt of journeyman card or equivalent trade experience.

Pre-Apprenticeship Training: The Delta College academic Mathematics and Technical Divisions both provide courses to prepare students for apprenticeship examinations that are administered by several area industries. The courses may also be appropriate for individuals who desire a survey of the topics listed, but they do not satisfy the requirements of any other mathematics or technical courses. *Students should be aware that Delta has no control or authority with regards to when apprenticeship examinations are given, the content of the examinations, or the selection process used by area industries.* Descriptions for the following two pre-apprenticeship courses are as follows:

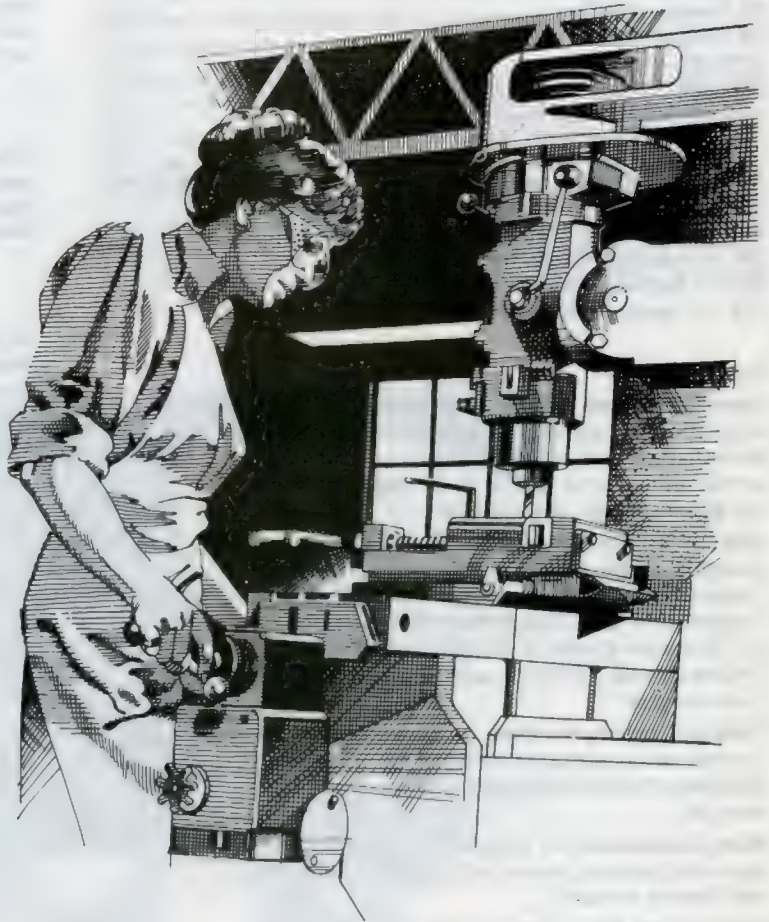
MTH 124 Pre-Apprenticeship Math 3 Sem. Hrs.

This is the first of a two-course sequence (Other course MT 125) covering concepts commonly found on pre-apprentice examinations. Topics covered include: arithmetic computations, signed numbers, algebraic substitution, order of operations, algebraic fractions, linear equations, word problems, geometric essentials including a strong emphasis on nomenclature, and the solution of right triangles.

NOTE: This course may also be appropriate for individuals who are not preparing for a pre-apprenticeship examination, but desire a survey of the topics listed. The course does not satisfy the requirements of any other mathematics course. (45-0)

MTH 125 Pre-Apprenticeship Mechanics 3 Sem. Hrs.

Study of physical principles as they relate to everyday work experiences. Space visualization, simple machine elements, forces on structures and bodies in motion, fluids at rest and in motion, heat and electricity. Designed as a course in pre-apprenticeship training program, but open to anyone desiring a basic understanding of mechanical principles. (45-0)



SKILLED TRADES PROGRAM REQUIREMENTS*

CARPENTER (BUILDING TRADES)

RELATED TRAINING PROGRAM

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKCT111	Blueprint Reading	3
SKCT102	Building Materials	4
SKCT103	Framing Square	6
SKCT105	Building Site Surveying	6
SKCT106	Concrete Slab Work	4
SKWL101	Fuel Gas Welding	2
SKCT107	Footing & Foundations	4
SKCT201	Rough Framing & Outside Finishing	6
SKCT204	Inside Finishing and Hardware	6
SKCT205	Cabinet Making	6

ELECTRICIAN (INDUSTRIAL)

RELATED TRAINING PROGRAM

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA111	Applied Electrical Mathematics I	3
SKMA112	Applied Electrical Mathematics II	5
SKMA113	Applied Electrical Mathematics III	3
SKEL111	Conventional Controls	3
SKEL101	Basic Electronics	6
SKEL102	Industrial Electronics	4
SKEL131	AC/DC Machinery	3
SKEL121	Advanced Controls I	5
SKEL122	Advanced Controls II	4
SKEL141	Electrical Shop	3

JOBGING MOLDER

RELATED TRAINING PROGRAM

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKTR181	Machine Tool Lab I	2
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKDR111	Drawing II	3
SKTR182	Machine Tool Lab II	3
SKMT111	Metals	3
SKMT231	Fundamentals of Foundry Technology	3
SKMT232	Foundry II	3
SKDR130	Tool & Die Design	4

MACHINE REPAIR

RELATED TRAINING PROGRAM

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKTR181	Machine Tool Lab I	2
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKDR111	Drawing II	3
SKTR182	Machine Tool Lab II	3
SKMT111	Metals	3
SKTR183	Machinery's Handbook	3
SKMT101	Hydraulics and Pneumatics I	3
SKMT102	Hydraulics and Pneumatics II	3
SKMT161	Rigging	2

*The following programs are representatives of typical apprenticeship Related Instruction Program Delta College offers in conjunction with area employers. However, employers are not restricted to just these programs, and many elect to modify our programs to meet their specific needs. Employers desiring more information on Delta's Related Instruction Programs should call the Skilled Trades Program Manager at (517) 686-9438.

**MILLWRIGHT
RELATED TRAINING PROGRAM**

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKMT151	Power Transmission	3
SKWL101	Fuel Gas Welding	2
SKWL111	Intro to Stick Welding	3
SKMT161	Rigging	2
SKMT101	Hydraulics and Pneumatics I	3
SKMT171	Sheetmetal I	2
SKMT172	Sheetmetal II OR	
SKMT102	Hydraulics and Pneumatics II	3
SKCT101	Industrial Millwright Procedures	3

**PATTERN MAKER
RELATED TRAINING PROGRAM**

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMA103	Mathematics III	4
SKDR111	Drawing II	3
SKTR183	Machinerys Handbook	3
SKDR131	Pattern Design I	3
SKCA110	CAD/CAM System Orientation	2
SKTR260	Numerical Controls I	3
SKTR261	Numerical Controls II	3
SKMT231	Fund. of Foundry Technology	3

Elective Courses (Select 10 Credit Hours)

SKMT111	Metals	3
SKDR121	Descriptive Geometry	3
SKTR181	Machine Tool Lab I	2
SKTR182	Machine Tool Lab II	3
SKPH101	Applied Physics	4
SKWL113	Tig Welding	2

**PIPEFITTER (INDUSTRIAL MAINTENANCE)
RELATED TRAINING PROGRAM**

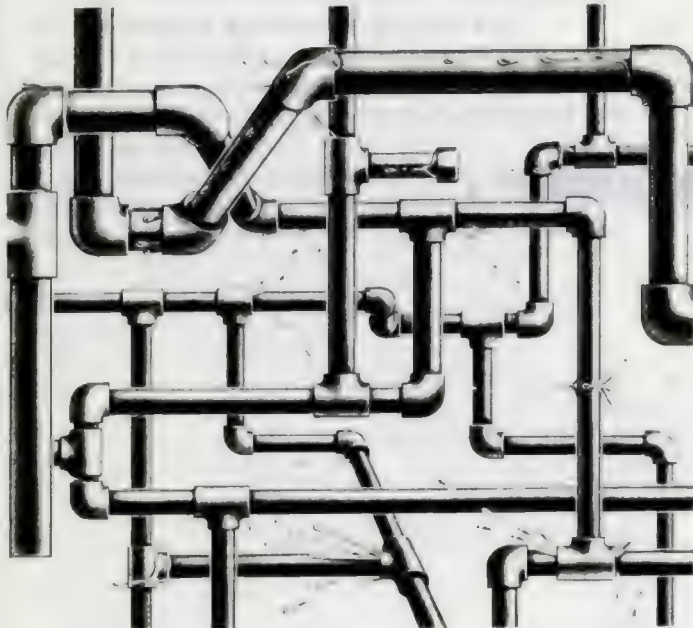
		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKPT101	Industrial Piping	4
SKWL101	Fuel Gas Welding	2
SKPT106	Pipefitters Handbook	3
SKPT121	Refrigeration and Air Conditioning	3
SKMT101	Hydraulics and Pneumatics I	3
SKMT102	Hydraulics and Pneumatics II	3
SKDR141	Pipe and Tube Isometrics	3

**PLUMBER-PIPEFITTER
RELATED TRAINING PROGRAM**

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMT171	Sheetmetal I	2
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKWL101	Fuel Gas Welding	2
SKPT101	Industrial Piping	4
SKWL111	Intro to Stick Welding	3
SKPT106	Pipefitters Handbook	3
SKPT121	Refrigeration and Air Conditioning	3
SKMT101	Hydraulics and Pneumatics I	3

**STATIONARY BOILER ENGINEERING
RELATED TRAINING PROGRAM**

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKPT111	Stationary Boiler Engineering I	2
SKMA103	Mathematics III	4
SKPT112	Stationary Boiler Engineering II	3
SKMT161	Rigging	2
SKPT113	Stationary Boiler Engineering III	3
SKPT114	Stationary Boiler Engineering IV	2
SKWL101	Fuel Gas Welding	2
SKWL111	Intro to Stick Welding	3
SKPT121	Refrigeration and Air Conditioning	3
SKDR141	Pipe and Tube Isometrics	3
SKPT106	Pipefitters Handbook	3



**TINSMITH
RELATED TRAINING PROGRAM (Option 2)**

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKMT171	Sheetmetal I	2
SKWL101	Fuel Gas Welding	2
SKMT172	Sheetmetal II	3
SKWL111	Intro to Stick Welding	3
SKPT126	Air Movement & Duct Design	3
SKMT161	Rigging	2
SKDR121	Descriptive Geometry	3
SKMT173	Sheetmetal III	3

**TOOL AND DIE
RELATED TRAINING PROGRAM (Option 1)**

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKTR181	Machine Tool Lab I	2
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKDR111	Drawing II	3
SKTR182	Machine Tool Lab II	3
SKMT111	Metals	3
SKTR183	Machinery's Handbook	3
SKMT101	Hydraulics and Pneumatics I	3
SKDR130	Tool & Die Design	4

**TOOL HARDENER
RELATED TRAINING PROGRAM**

		(15 Week Semester)
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Sketching and Blueprint Reading	4
SKMA102	Mathematics II	4
SKTR181	Machine Tool Lab I	2
SKMT111	Metals	3
SKMA103	Mathematics III	4
SKTR182	Machine Tool Lab II	3
SKPH101	Applied Physics	4
SKWL101	Fuel Gas Welding	2
SKWL111	Intro to Stick Welding	3
SKDR111	Drawing II	3
SKDR130	Tool & Die Design	4
SKMT112	Ferrous Heat Treat	2

SECTION IV

COMMUNITY AFFAIRS PROGRAMS and COURSES

General Information

Community Affairs Areas

- Business Relations**
- Community Health Programs**
- Contract Programs**
- Elderhostel Program**
- Home & Family Living**
- Human & Program Development Office**
- Law Enforcement/Criminal Justice**
- Training Center**
- Liberal Arts & Recreation**
- Older Population Program**
- Vocational/Technical**
- Travel**
- Home Video Cassette (Instructional)**

Detailed schedule is published prior to the beginning of each semester and available in the Office of Community Affairs.

GENERAL INFORMATION

Community Affairs: Main Building, E-Bay
Between D & E Wings
Phone: 686-9515

Hours: Monday-Thursday 8:00 AM - 7:30 PM
Friday 8:00 AM - 4:30 PM

Office of Community Affairs: West Concourse
Phone: 686-9414

Community Affairs serves the needs of our Community, primarily through programs designed for adults. Individuals seeking skill refreshing, job upgrading, new skills training, or wanting to improve their life or pursue some creative or avocation interest may participate in the variety of occupational training and/or personal enrichment courses, programs, and activities.

CREDIT

Credits earned in courses, including those which may be part of a series, are not intended to be applicable toward a Delta College Academic Certificate or Associate Degree nor designed to transfer to another college. Some courses are double-listed with Academic numbers and may be used for a degree program. An accumulative record of courses completed will be maintained as a matter of service for each individual and will be available (\$2.00 per copy) upon request from the Delta College Registrar's Office.

EXPLANATION OF TUITION AND FEES

Most courses are subject to the standard registration fee and tuition rates annually established by the Board of Trustees. However, there may be special situations in which a fee is added to the student costs; lab fees, consumable supplies, and special course fees. The State of Michigan has directed that some "avocational leisure-time, or hobby" courses are not eligible for state reimbursement. In those cases, a special \$5 per credit hour fee will be assessed to insure that student payments are sufficient to pay for all of the direct costs of a class. Course schedules and brochures published throughout the year contain information about costs for each specific course. Information about registration, college policies and the college tuition refund policy is contained in Section II of this catalog.

INSTRUCTIONAL SUPPORT SERVICES (I.S.S.)

The I.S.S. is the implementation and operational area of Community Affairs. Questions about schedules, rooms, or general information about programs may be obtained in I.S.S., located in E-130.

PROGRAM AREAS

1. **Business Programs:** responsible for providing business oriented courses and programs to give persons the opportunity to acquire or improve skills and knowledge in many business fields.

2. **Community Health Programs:** responsible for the development, implementation and coordination of courses and programs in the allied health field. Emphasis is placed on new and emerging health occupations and on providing in-service and up-grading programs for health related personnel as well as continuing education.

3. **Contract Programs:** through consultation and planning, very specific programs may be developed to meet requirements and needs of community organizations. Groups included specifically in business, health care, industry, the professional services, government, church and community organizations are invited to contact us regarding educational opportunities to meet special needs.

Contract programs offer the individual company or business an opportunity to structure a program to meet their specific training needs, such as specialized training programs for employees, for improving performance, for those whose jobs have become obsolete, or for employment of potential new employees. Among these are included programs for training of minorities, the disadvantaged, and handicapped individuals.

4. **Elderhostel Program:** A liberal arts experience for people in their 60s or older, whereby providing an opportunity to live on a college campus for a week and take up to three (3) non-credit courses on a wide variety of liberal arts and sciences taught by college faculty. Tests are not given.

5. **Home and Family Living:** responsible for the development, implementation and coordination of courses designed for personal, home and family life roles and management as well as occupational preparation.

6. **Human & Program Development Office:** responsible for providing courses and programs that assist people as they move through adult life stages of establishing careers; initiating, maintaining and changing interpersonal relationships; and reexamining life and work goals.

7. **Law Enforcement:** regional training center for State of Michigan, responsible for the development, implementation, and coordination of both pre-service and in-service police training. Includes basic training, advanced and specialized training.

8. **Liberal Arts:** responsible for non-credit hour courses for adults in the areas of Art, Dance, Fitness, Computers, Languages, History, English, Test Preparation, Koehler Method of Canine Training, and other General Interests. Liberal Arts is dedicated to the concept of life long learning. Its objective is to present all classes from a Liberal Arts perspective to residents of all ages.

9. **Older Population Program:** this Office of Aging and Retirement is dedicated to developing and providing educational programs and services for the older population.

10. **Planetarium:** provides educational experiences in the science of astronomy for all ages; provides individuals and groups with requested information concerning specific and general astronomical occurrences, and designs shows upon request to meet the needs of educational special interest groups.

11. **Vocational/Technical:** responsible for providing courses or programs for individuals and industry in the community service area having specific technical/vocational/industrial training needs.

COMMUNITY AFFAIRS PROGRAM AREAS

SHORT-TERM OCCUPATIONAL TRAINING

BUSINESS PROGRAMS

Accounting and Financing

Applied Accounting
Stock Market Investment Strategy
Strategies of Personal Financial Management—An Introduction

Assessment Administration

Assessment Administration Level I

Computers

COMMUNITY HEALTH PROGRAMS

Continuing Education

Dental Auxiliary
Medical Assistants
Registered Nurses
Practical Nurses
Respiratory Therapists
Physical Therapists
Cardio Vascular Techs
Health Unit Coordinators
Nursing Assistants

Radiologists

ECG in Practice

Lab Values

Medical Assistant

Medical Insurances I
Medical Insurances II
Informed Consumer Health Series

Nursing Assistant/Home Health Aid
Nursing Assistant Training

Phlebotomy Program

Pharmacology - Drug Actions & Reactions

R.N. and L.P.N. Continuing Education

RN Refresher
LPN
LPN Basic Pharmacology

Health Unit Clerk Coordinator/Ward Clerk

BANKING AND FINANCE

Through the Office of Community Affairs, a relationship is in place which concurrently provides for selected professional designations and the means to achieve an Associate Degree in Financial Institution Management at Delta College.

American Institute of Banking (AIB)
Institute for Financial Education (IFE)

General

Accounting for Non-Accountants
Effective Speaking
Advanced Effective Speaking
Communication Principles
The Business of Writing
Assessment Administration Level I



FINANCIAL PLANNING AND INSURANCE

Through affiliations with national, state and local organizations, the following professional designation programs are available:

Financial Planning

- Certified Financial Planner (CFP)
- Chartered Financial Consultant (ChFC)

Insurance

- Accredited Advisor in Insurance (AIC)
- Associate in Claims (AIC)
- Chartered Life Underwriter (CLU)
- Chartered Property Casualty Underwriter (CPCU)
- Program in General Insurance (INS)

Investment

- Stock Market Investment Strategy
- Advanced Stock Market Trends
- Strategies of Personal Financial Management

Management

- Initiating Your Business
- Evaluating Your Business
- Office and Personal Management I
- Office and Personal Management II
- Effective Business Management
- Effective Business Management II
- Management Seminar
- Retail Management
- Supervisory Management
- Basic Communications
- Business Communications
- Marketing: A Framework for Analysis
- Office Management
- Conducting Business Meetings
- Fundamentals of Sales
- Psychology for the Supervisor
- Advanced Psychology for the Supervisor
- Financial Analysis and Forecasting
- Bookkeeping and Taxation for the Small Business
- Legal Considerations for Small Business
- AMA Certificate in Management Development

Real Estate

- Fundamentals of Real Estate
- Real Estate Investment



SECRETARIAL & OFFICE SKILLS

Certified Professional Review Program

Prepares candidates to sit for CPS examination. Successful completion of all exam components and achievement of designation status provides for advanced standing in Delta College Associate Degree Curricula.

CPS Review Program consists of:

- Behavioral Science in Business
- Business Law
- Economics & Management
- Accounting
- Secretarial Skills and Decision-Making
- Office Technology & Administration

Other Secretarial & Office

- Business Letters
- Customer Management
- Filing & Information Retrieval
- Goal Setting & Time Management
- Office Procedures
- Listening Skills
- Self Management



HOME AND FAMILY LIVING

Floral Design

Floral Design Training I
Floral Design Training II
Floral Design Training III
Floral Design: Silk Flowers

Food Service Programs

Cake Decorating I & II
Catering Program
Cook's Training Program
Food Service Sanitation
Menu Planning-Pricing

Upholstery and Furniture

Upholstery I and II
Furniture Refinishing Skills
Seven Step Chair Caning

Family Services Studies

CDA-Training
Elder Care Companion Training
Nanny Training
Family Day Care Providers



Other Short-Term Occupational Training Programs

Cash In On Your Sewing Skills
Companion Training Program
Commercial Cleaning Technician
Modeling—Female & Male
Training for Bartending I
Travel Agent Training Program
Etiquette classes for children, teenagers & executives
Teacher Assistant/Paraprofessional Education

LAW ENFORCEMENT/CRIMINAL JUSTICE TRAINING

Advanced Criminal Investigation School*
Aircraft Disaster

Basic Police Training*

Basic Training for Reserve and Auxillary Police*

Basic Police Training Reserves Part I
Basic Police Training Reserves Part II
Basic Police Training Reserves Part III
Basic Police Training Reserves Part IV
Basic Police Training Reserves Part V

Criminalistics*

Lamb Method of Baton Training*

Michigan Traffic Radar Operator Training*

National Polygraph Workshop

Survival Training*

Defensive Driving

Workshop & Seminars

*Approved by Michigan Law Enforcement Training Council, Region VII.

LEGAL ASSISTANT STUDIES

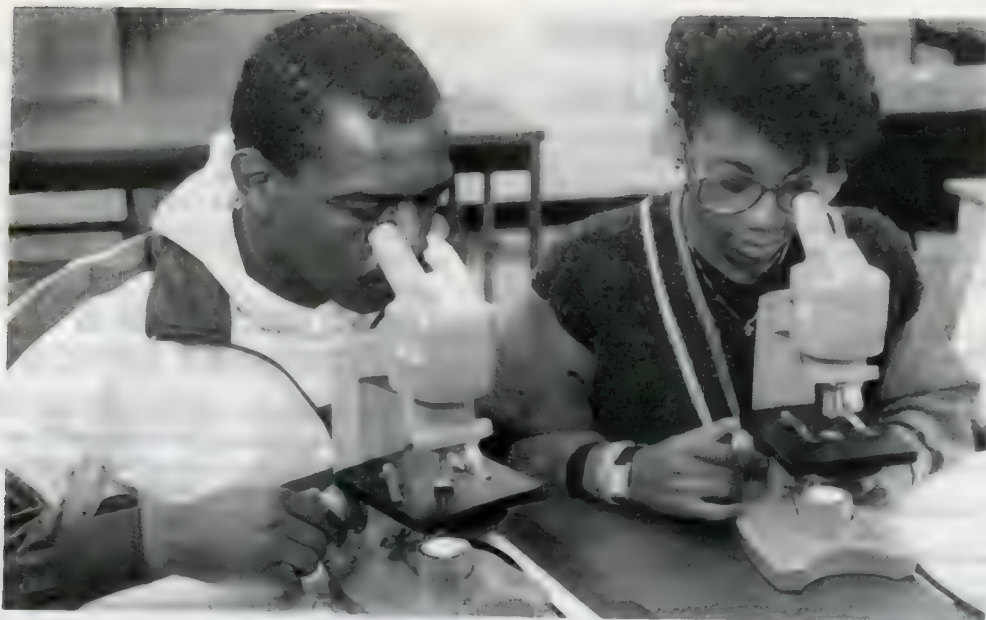
YOU MAY BE . .

- ★ Looking for a new career
- ★ Re-entering the job market
- ★ Currently working toward advancement in the legal field
- ★ Seeking continuing education as a legal assistant/paralegal

Legal Assistant Studies (LAS) is a series of core courses and electives to train and educate individuals to perform a variety of tasks and to provide a wide range of services for attorneys and their clients.

Legal Assistant Studies can be taken as a progressive program with a certificate or associate degree awarded upon successful completion. Individual class may be taken for professional development.





VOCATIONAL/TECHNICAL

Air Conditioning Refrigeration, Heating, and Plumbing

- Basic Refrigeration
- Refrigeration II—Domestic & Commercial
- Refrigeration III—Domestic & Commercial
- Refrigeration IV—Domestic
- Plumbing Theory I
- Plumbing Theory II
- Journeyman Plumbers PREP
- Master Plumbers PREP
- Heating Fundamentals
- Heating II
- Stationary Boiler Firemen I (Boiler Design and Construction)
- Stationary Boiler Firemen II (Boiler Operation)
- Stationary Boiler Firemen III (Boiler Auxiliaries)
- Stationary Boiler Firemen IV (Power Plant Engineering)

Auto Tech/Power Mechanics

- Small Engine Repair
- Small Engines—Outboard Motors
- Motorcycle Tuneup Workshop
- Automobile Engine Tuneup
- Brake System Repair
- Fundamentals of Carburetor
- Cooling System—Automobile
- Basic Automatic Transmission
- Automatic Transmission, Turbo
- Automobile Mechanic In-Service Training

Building Trades—Wood Technology

- Builder's Law
- Basic Woodworking
- Cabinet Making I & II
- Basic Machine Woodworking
- Woodworking—Hand Tools
- Woodcarving—Basic
- Basic Furniture Making
- Custom Furniture Making
- Wood Technology—Toy Making

Electricity/Electronics

- Electric Wiring
- Applied Electronics Math
- Electricity I—Applied
- Electricity II—Advanced Applied
- Journeyman License PREP
- Masters License PREP
- National Electric Code—Residential
- National Electric Code—Commercial
- Small Appliance Repair

Industrial

- Maintenance of Public and Private Buildings
- Engineering Refresher "A"



PERSONAL DEVELOPMENT

COMMUNITY HEALTH PROGRAMS

Dental and Dental Auxiliary Continuing Education

Clinical Expanded Functions for Dental Auxiliary
Dental Office Procedures
Dental Radiology
Drug Use and Abuse in Dentistry
Emergency Training in the Dental Office
First Aid in Dentistry C.P.R.
Patient Management & Motivation Dental
Periodontics for Dental Hygienists
Taxation and Financial Security for Dental Professionals

Nursing Continuing Education

Substance Abuse Counseling Continuing Education

Substance Abuse in Industry
Substance Abuse—A Learned Behavior

HOME AND FAMILY LIVING

Crafts

Each semester, a variety of innovative craft classes are offered in a variety of time frames. Call 686-9417 for a complete list of classes.

Food Programs

Complete cooking programs such as Food Service Careers in addition to specialty cooking classes are offered on a regular basis. Call for complete menu of classes, 686-9417.

Sewing

A variety of sewing classes are offered each semester. Call 686-9417 for complete listing.

General Interest

Beauty Tips for Women Over 30
College Bound
Color Me Successful - Men
Color Me Successful - Women
Color My Wardrobe Successful
Exploring Careers in the Travel Industry
New Ways to Make Money

Interior Design

Curtains - The Country Look
Draperies, Lined and Unlined
Interior Design
Wallpapering Clinic
Window Coverings - Warm

Needlearts

Beginning and advanced classes in the study of needlearts, which includes needlepoint, quilting, applique, crocheting and knitting, are offered each semester. Call 686-9417 for a complete list of classes.

Computers

Computers for Home Use
Computers for the Home: Clearing Up the Mysteries
Computers: Utilizing Your Apple
Computers: Utilizing Your Commodore I & II
Computers for the Home: Operations & Programming for Understanding

HUMAN PROGRAM & DEVELOPMENT OFFICE

Basic core of Assertion Training, Behavior Change, Effective communication and managing life styles are offered each semester with a supplement of a variety of self-understanding classes. Call 686-9416 for a complete list of classes.

LIBERAL ARTS

Art—Crafts

Lapidary—Gemstone Polishing
Silversmithing (Jewelry Making—Fabrication)

Art—Photography

Photography—Introduction
Photography Field Trip

Art—Studio

The Basics of Drawing & Painting
Cartooning
Drawing—Basic
Painting—Oils & Acrylics
Pottery I & II
Printmaking
Sign & Show Card Painting
Watercolor

Canine Training

Grooming, Beginning
Grooming, Advanced
Handling for Show Ring
Koehler Method-Advanced Novice
Koehler Method-Basic
Koehler Method-Open Training
Puppy Training & Development

Computers

Computer Buyer's Guide
Computer Friendly
MS DOS Concepts
Word Processing WORDSTAR
Word Processing DW4
Lotus 1-2-3 Beginning
Lotus 1-2-3 Advanced
Desktop Publishing - IBM
Utilities: "Helping Hands"
Computer Networking

Dance

Clogging—Beginning & Continued
Clogging Club
Popular Dancing
Dining & Dancing
Swing Dancing
Polka Dancing—Beginning
Round Dancing
Square Dancing—Beginning & Mainstream

Gardening & Landscaping Series

Master Gardener
Pond Management
Landscape Design
Commercial Vegetable Growers Seminar

General

Art of the 20th Century
ArTrips
AirTrips
Understanding the Russians
Office Skills Refresher
Creative Writing
Native American Series
Parapsychology
New Age Topics
Franklin Planner/Time Management

Physical Education and Exercise

Aerobic Dance
Kung Fu for Children and Adults
Swimming for Children and Adults
Water Exercise
Tai Chi Chuan—Beginning & Intermediate
Tennis—Beginning & Intermediate
Golf—Beginning & Intermediate
Golf—Putting and Chipping
Rod Building
Volleyball
Badminton
Downhill Ski Snowbreak
Horseback Riding—Beginning

Test Preparation Courses

(Stanley H. Kaplan Education Center, Ltd.)

A.C.T.
P.S.A.T./S.A.T.
G.M.A.T.
G.R.E.
L.S.A.T.

OLDER POPULATION PROGRAM

Creative Writing for Senior Citizens
Getting to Know You I
Getting to Know You II
Oil Painting I—Senior Citizen
Pre-Retirement Planning
Watercolor
Yoga for Daily Living—Beginning
Yoga of Awareness I—Beginning
Chairobics
Elegant Bow Making
55/Alive Program
Holiday Napkin Folding
Our U.S. Constitution
Relaxation for Seniors
Safe At Home
World Geography
Rhythmic Movement
Therapeutic Stretch

VOCATIONAL/TECHNICAL

Building Trade/Wood Technology



SECTION V

PERSONNEL DIRECTORY

**Full-time Faculty,
Administrators,
Professional and
Technical Staff**

Names

Titles

Earned Degrees

Office Location



FULL-TIME FACULTY, ADMINISTRATORS, PROFESSIONAL AND TECHNICAL STAFF

Name	Degree(s)	Title	Office
ACKERMAN, Franklyn		Electrical Supervisor	N-045
ADAMS, Richard J.		Programmer/Analyst	A-114
ALBRETSSEN, Ray	A.A. Delta College	Corporate Services Quality Education Instructor	Saginaw Division
ALEXANDER, LeVon E.	A.S. Wayne County Community College B.A. University of Michigan	Assistant Director Career Development/ Placement	A-030
ALLEN, Barbara	B.S.; M.S. Michigan State University	Associate Professor of Mathematics and Computer Science	G-118
ALTENHOF, Carl	B.S. California State College M.S. University of Michigan	Associate Professor of Biology	D-132
APPOLD, Tim	Certified Welding Specialist Delta College	Laboratory Instructional Technician	Industry Educ. Center
ARGYLE, Roselyn	A.S. Flint Junior College B.A. Saginaw Valley State University	Nursing Assistant Specialist	A-063
ARMAN, Harold (Dr.)	B.S.; M.A. Western Michigan University Ph.D. Michigan State University	Assistant to the President	A-191
ARNDT, Robert G.	B.S. Carrol College M.A. Bradley University	Assistant Professor Developmental Disabilities	S-206
AUGUSTINE, John	B.A. University of Michigan M.A. New York University	Associate Professor of English	S-007
AULT, Robert J.	Journeyman Pipe Fitter Level 11 Radiographer Sperry School - Ohio	Corporate Services Manager Welding Services	Industry Educ. Center
BAKER, Susan J.	B.A. Hillsdale College M.A. Central Michigan University	Assessment/Testing Coordinator	S-029
BEGEMAN, Theodore	B.S. Michigan State University M.S. University of Wisconsin - Stout	Assistant Professor Machine Tools	L-110
BENSTEAD, Dennis J.	B.S. Western Michigan University	Service Instructor Corporate Services	A-190
BENTON, Ralph	A.A. Delta College	Auto Service Manager	Auto Service Center
BERKAN, Esther	B.S.; M.A. Central Michigan University	Librarian	A-131
BERRY, Darrell R.	Journeyman Toolmaker A.S. Flint Junior College B.S. Ferris State University M.A. Central Michigan University	Dean of Academic Affairs/ Occupational Programs	A-117
BIERI, Donald G.	B.A. Aquinas College M.A. & M.S. Troy State University	Counselor Level III & Counseling Chairperson	K-133
BLACKBURN, Daureen	A.S. Schoolcraft Community College	Corporate Services Procurement Specialist	A-190
BLEDSON, David	B.S. Central Michigan University	Instructor Residential Construction	F-050
BLUE, Beverly A.	R.N. Saginaw General Hospital School of Nursing B.S. Siena Heights College M.S.A. Central Michigan University	Director of Community Health & Older Population Programs	A-064
BOEKE, Robert M.	B.A. University of Michigan J.D. University of Wisconsin	Professor of Business	F-045
BOMMARITO, Barbara J.	B.A. Central Michigan University M.A. University of Notre Dame	English Instructor	S-32
BOWSKY, Robert	A.S. Delta College	Broadcasting Engineer	A-023
BOYSE, Peter D. (Dr.)	B.A. Albion College M.S. University of Michigan M.S. Oregon State University Ph.D. Oregon State University	Executive Vice President	A-120

Name	Degree(s)	Title	Office
BRENTIN, Louise K.	B.S. Duquesne University M.S. Wayne State University	Instructor of Nursing	F-233
BRIESCHKE, Keith	Certificate Auto Service Ferris State University	Corporate Services Service Instructor	S-246
BRISCOE, Harold D.	B.A. McPherson College M.A. Southern Illinois University	Producer/Director	A-93
BRITTO, Neville	B.A. University of Nagpur, India B.A. University of Rome, Italy M.A. University of Michigan	Associate Professor of English	S-019
BROW, Judith	A.B.; A.M.L.S. University of Michigan	Librarian	A-131
BROWN, Roger		Purchasing Specialist	A-196
BURKE, A. Nadine	B.A. Michigan State University M.A.T. Saginaw Valley State University	Assistant Professor of English	S-004
BURKE, Kathleen A.	B.A. Clarke College M.S. Iowa State University	Instructor of Chemistry	D-127
BUTCHER, Larry	B.S.; M.A. Central Michigan University	Associate Professor of Art	S-244
BYAS, William (Dr.)	B.S. Tennessee State University M.S. Fort Valley State College Ed. D. University of Tennessee	Director of Student Development Services & Affirmative Action Officer	A-002
CABELLO, Robert G.	B.G.S. University of Michigan M.A. Eastern Michigan University J.D. Indiana University	Vice President of Student Services	A-119
CABOT, Ralph E.	A.S.; C.S. Mott Community College	Law Enforcement Programs/Director	G-131
CAMERON, David A.	Certified Public Accountant B.S.; M.S. Central Michigan University	Associate Professor of Accounting	F-044
CAMPBELL, Barry D. (Dr.)	B.S. Eastern Michigan University M.A.; Ph.D. Indiana University	Professor of Health, Physical Education & Recreation/Division Chair	N-143
CARLSON, Barry A. (Dr.)	B.A.; M.A. University of Wisconsin Ph.D. Michigan State University	Associate Professor of Geology	G-123
CARLSON, Edna M.	A.A. Delta College B.S. Central Michigan University	Instructor Training Specialist	J-114
CARLSON, Richard	A.A.S. Delta College Radio Engineering, Tallahassee, FL	Broadcasting Engineer	A-023
CARLYON, Donald J.	B.S. University of Nebraska Doctoral Program, University of Michigan	President	A-200
CATACOSINOS, Paul A. (Dr.)	B.A.; M.S. University of New Mexico Ph.D. Michigan State University	Professor of Geology	D-125
CHRISTENSEN, James	A.A.S.; B.S. Ferris State University M.A. Michigan State University	Associate Professor of Business	G-212
COLE, John D.	A.B.S. Delta College B.A. Grand Valley State College M.A. Central Michigan University	Associate Dean/Director of Learning Resources	A-134
COLUCCI, Teresa	B.S. Massachusetts Institute of Technology	Corporate Services Quality Education Instructor	Saginaw Division
CONLEY, Harold	Certificate Devry Technical Institute	Broadcasting Chief Engineer	A-097
CONWAY, Lynn	B.S.; M.S. Michigan State University	Associate Professor/Director of Athletics	N-140
COOK, Julianne	A.A. Delta College	Instructional Artist	A-004
COOLEY, Diane F.	B.A. Michigan State University M.A. Michigan State University	Student Services Single Parent/Sex Equity Program Coordinator/Advisor	C-139
COOPER, Mary Jane	A.B. Olivet College M.A.T. Saginaw Valley State University A.B.D. Western Michigan University	Assistant Director/Teaching Learning Center	A-030
CORLISS, Bruce C.	B.S.; M.S. University of Michigan	Professor Geology and Science/Division Chair	F-213
CRANE, Janet Ann E.	B.A. Olivet College M.A. Central Michigan University	Director of Child Care Center	Child Care Center

Name	Degree(s)	Title	Office
CREED, Charles D.	B.A.; M.A. Eastern Michigan University	Director of Human Resources	H-123
CREED, Susan L.	B.S. Eastern Michigan University M.A. Central Michigan University	Assistant Professor	J-119
CROVELLA, Michael L.	B.A. Michigan State University	Vice President of Business Affairs	A-188
CROWELL, Jack L.	B.S.; M.S. Michigan State University M.S. University of Illinois	Professor of Mathematics and Computer Science/Division Chair	J-130
DAHN, Richard A.	A.B. Delta College	Computer Shift Supervisor & Operator	A-124
DALZELL, Allan R.	B.A. Michigan State University	Director of Auxiliary Services	A-198
DAVIDSON, Patricia	B.S. Michigan State University	Telecourse Coordinator	A-059
DAVIS, David L.	B.S.; M.A. Central Michigan University	Counselor, III	H-145
DeLONG, Keith		Programmer/Analyst	A-114
DENNEY, Dana J.	B.A.; M.A. Michigan State University	Assistant Professor of Reading and English	S-008
DeVINNEY, Robert	B.S. Albion College M.A. University of Colorado M.A. University of Kansas	Professor of Mathematics and Computer Science	G-225
DOLSON, Jessie R.	R.N. St. Joseph's Mercy Hospital B.S.N.; M.S. Central Michigan University	Associate Professor Nursing	F-217
DOWIS, Dan R.	B.S. Northern Arizona University	Director of Campus Police	B-101
DRUMMOND, Nancy L.	A.A. Delta College B.S.; M.B.E. Central Michigan University	Associate Professor of Secretarial Science/Division Chair	G-209
DRURY, Patricia	B.A. Occidental College M.A. Claremont College	Associate Professor of History	D-120
DuBOIS, Karl F.	B.S. Ferris State University M.A. Western Michigan University	Director of Business/ Vocational Technical Programs	A-68
DUCKWORTH, Gene R.	B.S.; M.A. Northwestern University	Professor of Speech and Humanities/Division Chair	S-214
DUNGY, Wilbur L. (Dr.)	A.S. Jackson Junior College B.S.; M.S. University of Michigan Ph.D. Michigan State University	Associate Professor of Biology	D-119
DUNN, John A.	B.A. Grambling University M.A. University of Toledo	Associate Professor of Economics	J-129
EBACH, Faye E.	B.S.N. University of Michigan M.S.N. Wayne State University	Associate Professor of Nursing	F-225
ECKERLE, Christine M.	A.A. Ferris State University B.S. Saginaw Valley State University	Quality Education Instructor Corporate Services	Saginaw Division
ECKERLE, Karl	A.S. Lansing Community College	Corporate Services Quality Education Instructor	Saginaw Division
EDMONDSON-CONIC, Georgia	B.A. Wayne State University M.A. Wayne State University	Associate Professor of Political Science	S-043
EGGLESTON, Patricia G.	B.A.; M.A. University of Michigan	Associate Professor of Speech	A-049
ELASHHAB, Julie	B.S.N.; M.A. Michigan State University	Assistant Professor of Nursing	F-232
ELLISON, Gerald V.	A.S. Amarillo College B.A.; M.A. Texas A & M University	Assistant Professor of English	S-014
ENGER, Eldon D.	A.S. Alpena Community College B.S.; M.S. University of Michigan	Professor of Biology	F-239
ERICKSON, Glen E.	A.S. Delta College B.S. University of Michigan M.S. University of Idaho	Professor of Biology	F-205
ESMOND, Patricia A. (Dr.)	B.A. Michigan State University M.A. Eastern Michigan University Ph.D. Michigan State University	Associate Professor of Health/ Physical Education & Recreation	N-133
EVERSON, Dana F.	A.A. Delta College B.M.E.; M.M. Michigan State University M.A. Music Pensacola Christian College	Assistant Professor of Instrumental Music	S-111
FACCIO, Bruce	A.A.S.; B.S. Ferris State University	Corporate Services Service Instructor	Industry Educ. Center
FEENEY, June E.	B.S. Saginaw Valley State University M.S. Saginaw Valley State University	Computer Services Programmer Analyst	S-247
FETTIG, Burton S. (Dr.)	A.A. Bay City Junior College B.S. George Williams College M.A. Central Michigan University Ed.D. Indiana University	Associate Dean of Student Services	A-031

Name	Degree(s)	Title	Office
FEUSSE, Floyd A.	B.S. Central Michigan University M.A. University of Northern Colorado	Professor of Business	N-146
FLATTERY, John M.	B.S. Western Michigan University M.A. University of Michigan Registered Radiologic Technologist	Associate Professor of Radiography & Allied Health/Division Chair	F-216
FLEMING, Robert	B.A.; M.A. Western Michigan University	Instructional Media Specialist	A-006
FOGARTY, Julia	A.A. Ferris State University B.A.; M.A. University of Oregon	Instructor of English	S-026
FORSBERG, Ralph P. (Dr.)	B.S. Bradley University M.A. Roosevelt University Ph.D. Loyola University	Instructor of Philosophy	A-94
FRIEWALD, Thomas B.	B.S.; M.S. Stout State University	Associate Professor of Architectural Technology	S-239
FRIESORGER, Rose M.	R.N. St. Mary's Hospital B.S. Central Michigan University	Associate Professor of Nursing	F-222
GAMEZ, Marie F.	B.S. Nazareth College of Rochester M.B.A. University of Michigan	Instructor of Computer Information Systems	J-118
GARLICK, Michael	B.S. Central Michigan University	Learning Resource Technician Chemistry	C-106
GARNETT, Tom	A.A.S.; B.S. Ferris State University	Broadcasting/Assistant Chief Engineer	A-095
GATZA, Judith	A.A. Delta College B.A. Michigan State University	Learning Resources Technician/Humanities	S-205
GAVALAS, Kathleen M.	B.S. Ferris State University M.Ed. University of Arizona Registered Radiological Technologist	Assistant Professor/Coordinator Radiologic Technology	F-047
GILBERT, Janet R. (Dr.)	B.A. DePauw University M.A. University of Minnesota Ph.D. University of Michigan	Associate Professor of English	S-005
GILLETT, Marilyn A.	B.A.; M.A. Central Michigan University	Registrar	A-108
GLYNN, Lawrence E.	B.A. Marquette University M.A. Wayne State University	Associate Professor of History	G-216
GOETZINGER-PENA, Diane	B.S. Central Michigan University M.Ed. Texas A & I University	Instructor of Office Systems Education	J-109
GOODBURNE, Bruce N.	B.A. Michigan State University	Associate Director of Financial Aid	J-101
GOODBURNE, Louise	Diploma in Nursing Albert Einstein Medical Center B.S.N.; M.S.N.; University of Pennsylvania	Associate Professor of Nursing/Division Chair	F-224
GOODSON, Martin L., Jr. (Dr.)	B.S. Stillman College M.S.; Ed.D. Indiana State University	Professor of Physics	D-130
GORE, Suzanne M.	B.S.N.; M.N. Montana State University	Assistant Professor of Nursing	F-220
GORNEY, Ronald S.	B.B.A. Saginaw Valley State University	Programmer/Analyst	A-111
GOSSER, Jon W.	B.S.; M.S. University of Washington	Associate Professor of Psychology	G-105
GRAVES, Patricia A.	B.S.; M.P.A. Central Michigan University	Development Associate	A-193
GRAY, Charles E., Sr.		Head Custodian	N-040
GREENE, Nelson G.	B.A. Alma College M.A. University of Michigan	Associate Professor of Science	F-208
GREENLEAF, Ann J.	A.S. Delta College B.S. Michigan State University	Counseling Services Specialist	K-138
GREGORY, Earl B.	B.S. Saginaw Valley State University	Instructor Respiratory Therapy	F-049
GUNKLER, Todd (Dr.)	A.B. University of California-Berkeley M.S.; Ph.D. University of California-San Diego	Assistant Professor of Physics	J-113
GURULE, Jose	B.A. New Mexico State University M.A. Eastern Michigan University	Coordinator Chicano/Latino Services	H-133
HACKBARTH, Clarence	B.A. Elmhurst College M.S. University of Wisconsin	Professor of Social Science/Division Chair	G-107
HAINES, Robert L.	B.S. Ferris State University	Assistant Professor of Auto Service	F-039
HALL, Gerald L.	B.A.; M.A. Michigan State University	Associate Professor of English	S-003
HALOG, Donald B.	B.S. University of San Francisco M.A. University of Illinois	Associate Professor of English/Division Chair	S-011
HANNA, Gayle	B.S.N. University of Michigan	Assistant Professor of Nursing	F-223
HANSEN, Sara	B.S.; M.M. Michigan State University	Associate Professor of Music	S-124
HARMAN, William C.	B.A. Findlay College B.B. Chicago Theological Seminary M.A. Bowling Green University	Associate Professor of English	S-219

Name	Degree(s)	Title	Office
HARRIS, Dianne M.		Assistant Director Instructional Support Services	E-134
HARROLD, Valerie J.	B.A.; M.A. Wayne State University M.A.T. Saginaw Valley State University	Associate Professor of Speech	S-045
HARVEY, Cynthia H.	B.S. Hillsdale College Registered Dental Hygienist Certificate, University of Michigan M.S. Central Michigan University	Assistant Professor/Coordinator Dental Auxiliaries	F-033
HASKELL, Thomas E.	B.A. Pennsylvania State University M.S. Syracuse University	Broadcasting Program Director	A-012
HATCHEW, Don W.	B.S. Michigan State University M.A. University of Detroit	Associate Professor of Law Enforcement	G-203
HEAPS, Philip W.	A.A.S. Sinclair Community College B.S. University of Dayton M.A.T. Saginaw Valley State University	Assistant Professor/Coordinator of Respiratory Therapy	F-055
HEINERT, Sumitra J.	B.A. Isabella Thoburn College M.A. Allahabad University	Associate Professor of Geography	D-128
HERT, Larry E.	B.A. University of Nebraska M.A. University of Arizona	Associate Professor of English	S-002
HIATT, Mary Kate (Dr.)	B.A.; M.A.; Ph.D. University of Southern Mississippi	Associate Professor of Political Science	S-042
HIEBER, William R. (Dr.)	B.S. University of Dayton M.B.A. Xavier University M.B.E.M.A. Central Michigan University Ph.D. University of Michigan	Professor of Business	G-102
HILL, Alan G.	B.A. Furman University M.A.; M. Phil. Columbia University	Instructor of Sociology	S-256
HILL, Paul C.	B.A. Kent State University M.M. New England Conservatory	Instructor of Music	S-126
HOERNEMAN, Calvin A.	B.A. Bethany College M.A. Michigan State University	Professor of Economics	G-202
HOFFMANN, John T.	B.S.; M.S. Stout State University	Associate Professor of Mechanical Drafting	F-038
HOLMES, Presley (Dr.)	B.A.; M.A. University of Michigan Ph.D. Wayne State University	Director of Broadcasting, General Manager WUCM-TV 19, WUCX-TV 35, WUCX-FM	A-011
HOLZHEI, Donald E. (Dr.)	B.S. Michigan State University M.S. Cornell University Ph.D. Michigan State University	Professor, Vocational/Technical Division Chairperson	D-126
HOMPSTEAD, Lila		Manager of Fringe Benefits	H-120
HOWARD, David	B.S. Ball State University M.A. Indiana University	Associate Professor of Economics	G-217
HOWDEN, Richard J.	Certified Public Accountant B.S.; M.B.A. Central Michigan University	Associate Professor of Accounting	F-046
IWAMASA, Ruby	A.A. Hartmill Junior College B.A. San Jose State University	Coordinator of Telecommunications	A-092
JACOBS, Carol A.	B.S.; M.S. Indiana University	Associate Professor of Business	G-108
JAROSZ, Mitchell H.	B.A.; M.A. University of Detroit	Professor of English	S-010
JOHNSON, Gail Hoffman	B.A. University of Michigan B.S. Northern Michigan University	Associate Professor of Business	J-110
JONES, Betty (Dr.)	A.M. University of Michigan B.S. Hampton Institute M.S.W. Catholic University Ph.D. University of Michigan	Dean of Academic Affairs/General Education	A-118
JONES, Norman E.	A.S. St. Clair County Community College B.S.; M.A. Michigan State University	Associate Professor of Law Enforcement	G-113
JONKER, Jack B.	B.M.; M.M. University of Michigan	Corporate Services-Director of Operations	A-190
JUDSON, Roger	B.S. Ferris State University	Corporate Services-Service Instructor	M.T.C
JUHL, Lynn	A.A. Delta College B.S.E.E.T. Western Michigan University	Assistant Professor of Electronic Technology	S-254
JUMP, Jeffrey Alan	A.S. Lake Superior State College B.S. Lake Superior State College	Assistant Director of Physical Plant	N-044
KASPER, David E.	A.B. Delta College	Programmer/Analyst	A-114
KEEFER, Ion E.	B.A. Ferris State University M.A. University of Michigan	Associate Professor of Automotive Service Technology	F-032

Name	Degree(s)	Title	Office
KEICHER, Robert F.	A.A. Jackson Junior College B.A. Western Michigan University M.A.T. Indiana University	Professor of Mathematics & Computer Science	J-122
KEIM, Issac W.J., III	B.B.A. Cleveland State University M.A. Michigan State University M.B.A. Central Michigan University	Associate Professor of Business	G-204
KELLER, Robert E.	B.A. St. Mary's College M.S. Wayne State University	Assistant Professor of Biology	S-049
KELLY, Sandy Fritz	A.D.; B.S. North Dakota State University M.S. University of Minnesota	Assistant Professor of Nursing	F-228
KELLY, Terrance	A.A.S. Delta College B.S. Ferris State University M.A. Central Michigan University	Assistant Professor of Residential Construction	N-136
KEMMER, Bruce R.	B.S. Central Michigan University M.A. Eastern Michigan University	Instructor of Accounting	J-117
KENNEDY, Crawford E.	B.S.; M.A. Michigan State University	Professor of Health, Physical Education & Recreation	N-132
KENNEDY, David R.	B.A. Southern Illinois University M.A. Iowa State University	Assistant Professor of Psychology	G-219
KETCHUM, William E., Jr.	B.A. Cornell University M.A. University of Wisconsin, Madison	Coordinator of Information Services	A-195
KEYSER, Judith A.		Coordinator Traffic & Continuity, Broadcasting	A-008a
KHEIL, Habib	B.S. Ohio University M.S. Ohio University M.S. Bradley University	Instructor of Mathematics	J-108
KILAR, Jeremy W. (Dr.)	B.A. University of Detroit M.A. Central Michigan University Ph.D. University of Michigan	Professor of History	G-103
KOBLAS, Paul E. (Dr.)	B.S. University of California M.S.; Ph.D. University of Oregon	Professor of Physics	D-122
KOBRAN, Johanna H.	B.A.; M. English Ed.; Ed.D. Wayne State University	Vice President of Instruction and Learning Services	A-121
KOGELMAN, Richard C.	A.A. Oakland Community College B.S. Grand Valley State College M.A. Western Michigan University	Instructor/Co-op Coordinator, Business-Technical & Science	F-042
KONOWALOW, Stephen (Dr.)	B.A. State University of New York M.A.; Ed.S. Central Michigan University M.Ed. Duke University Ph.D. Wayne State University	Counselor	K-140
KORMELINK, Richard J.	B.A. Indiana University M.S. University of Utah	Associate Professor of Biology	F-202
KOSTOFF, John S.	B.S.; M.S. Michigan State University	Professor of Mathematics & Computer Science	G-215
KRAFFT, John H.	B.A. Albion College	Director of College Relations	A-197
KRAUSS, Frederick (Dr.)	B.S.E. University of Michigan M.S. Michigan State University Ph.D. Purdue University	Instructor of Robotics	J-115
KUZDZAL, Stanley (Dr.)	B.S. Wayne State University M.A. Eastern Michigan University Ed.D. Wayne State University	Associate Professor of Business	J-127
LAMAR, Chris	A.S. Lane Community College B.A. Indiana University	Production/Operation Manager	A-96
LAROSE, Michael	B.A.; M.A. Central Michigan University	Job Developer	A-030
LAVERTY, Jeannie L.	A.A. Delta College	Research Specialist	A-192
LEEK, Everett P.	B.S.; M.S. Michigan State University J.D. University of Detroit	Professor of Law	G-111
LEES, Robert N.	B.A.; M.B.A. Central Michigan University	Professor of Business	G-112
LEHRER, Sharon E.	B.A. Williamette University M.A. University of Arizona M.A.T. University of Idaho	Associate Professor of Sociology	G-121
LEPPIEN, Bruce R., Jr.	B.S. Ferris State University M.B.A. Central Michigan University	Professor of Business	F-048
LEVY, Lawrence I.	B.A. Ohio Wesleyan University M.A. University of Wyoming	Professor of English	S-016

Name	Degree(s)	Title	Office
LIBBY, Glenn		Corporate Services Service Instructor	A-190
LIBBY, Norbert	A.A.S.; B.S. Ferris State University	Corporate Services Service Instructor	Jacksonville, FL
LIGHT, Timothy	A.A.S. Delta College	Broadcast Engineer	A-023
LIJEWSKI, James		Grounds Maintenance Supervisor	BH-100
LIMBERG, Thomas W.	B.S.; M.A. Central Michigan University	Coordinator Industrial Education Center/Skilled Trades Program	A-055
LITZNER, Bernard	B.S. Siena Heights College	Broadcast Engineer	A-023
LOMAN, Mark	B.S. Northern Michigan University	Corporate Services	M.T.C.
LOOBY, Mary B.	B.A. Nazareth College M.A.T. Saginaw Valley State University	Instructor of English	S-31
LORD, Charles T.	A.A. Northwestern Michigan College B.S.; M.A. Central Michigan University	Learning Resource Technician/ Health, Physical Education & Recreation	N-135
LUCZAK, Gregory P.	B.A. Alma College	Assistant Controller	A-107
LYON, Linda Lee	A.B. DePauw University	Acting Assistant Director Teaching/Learning Center	A-030
MacARTHUR, Karen M.	B.S. Purdue University M.A. University of Maryland	Executive Director of Fund Development	A-043
MAHAFFEY, Shawna	A.B. Lake Michigan College B.S. Western Michigan University M.A. Penn State University	Assistant Professor Coordinator Fashion Merchandising	S-238
MAHAN, Mary	B.S. Michigan State University	Learning Resources Technician/ Science Division	F-104/ E-109
MALLAK, Jeanne A.	A.A.S. Northwood Institute B.S.; M.B.E. Central Michigan University	Office Systems Education Instructor	S-051
MALMBERG, James		Instructor of Computer Information Systems	S-208
MALMBERG, Phyllis A.	A.A.; B.S. Ferris State University Certified Dental Assistant	Assistant Professor of Dental Assisting	F-030
MANNINEN, Maria E.		Office Systems Education Instructor	J-106
MARCINIAK, Mark	B.A.; M.A.; Ed.S. Central Michigan University	Director of Instructional Support Services	E-134
MARTIN, Anne E.	B.A. Oberlin College M.A. University of Louisville	Associate Professor of Mathematics and Computer Science	J-107
MASSEY, Patricia L.	B.A. Michigan State University	Dual Career Counselor	Regina Center
MAY, Margrethe	Certified Operating Room Technician B.A.; M.A. University of Michigan	Associate Professor & Coordinator of Surgical Technology	F-207
MAZANEC, Joseph D. (Dr.)	B.S. St. Norbert College M.S. University of Wisconsin Ph.D. Michigan State University	Professor of Mathematics and Computer Science	G-205
McCARTHY, Robert G.	B.S.; M.A. Central Michigan University	Associate Professor of English	S-023
McCORMICK, John W.	B.F.A.; M.A.; M.F.A. Michigan State University	Associate Professor of Art	S-243
McGAW, Richard A.	B.A. Albion College M.A. University of Michigan	Associate Professor of Speech	S-062
McGINTY, James M.	B.A. University of Michigan M.A. Central Michigan University	Associate Professor of English	S-218
McGIVERN, Ralph M.	B. Arch. University of Michigan M.B.A. Central Michigan University	Associate Professor of CAD/CAM	F-236
McGRANDY, Delight E.	A.A.S. Delta College B.S.N. Saginaw Valley State University M.S.N. Wayne State University	Assistant Professor of Nursing	F-231
McGRATH, Peter J.	A.A.S. Ferris State University	Learning Resources Technician/ Technical Division	L-110
McNEAL, Dennis E.	B.S. Northern Illinois University M.A. Michigan State University	Professor of Business	G-210
McNIECE, Hugh W.	B.A. Oklahoma State University M.S. University of Pittsburgh M.A. University of Pittsburgh	Instructor of Mathematics	J-111
McPHEE, Donald A.	B.S. Central Michigan University M.A. University of Michigan	Professor of Mathematics and Computer Science	G-213
MEE, Robert M.	B.S. Kansas State Teacher's College M.A. University of Missouri	Associate Professor of Spanish	S-048

Name	Degree(s)	Title	Office
MEEH, Mary Louise	B.A. Mount Mary College M.A. Michigan State University	Associate Professor Office Systems Education	G-116
MEHLHOSE, Marlene	M.S.N. Wayne State University B.S.N.; M.S.N. Michigan State University	Assistant Professor of Nursing	F-234
MENGER, Linda J.	B.F.A. Michigan State University M.A. Central Michigan University	Associate Professor of Art and Photography	S-237
MERTZ, Caroline M.	R.N. Saginaw General Hospital B.S. Saginaw Valley State University M.A. Central Michigan University	Professor of Nursing	F-219
MILITELLO, Michael	B.S. Central Michigan University	Corporate Services Service Instructor	B.V.C.
MILLER, Judy	B.S.; M.A. Central Michigan University	Assistant Professor of Mathematics	J-121
MIOTTO, Donald A.	B.S. Eastern Michigan University M.A. University of Michigan	Associate Professor Drafting & Technical Technical Division	S-267
MITCHELL, Ronald	B.S. Central Michigan University	Corporate Services Quality Education Instructor	A-190
MOLTER, Leticia (Dr.)	B.A. University of the Philippines M.A. National Teacher's College M.A. University of Missouri M.A.; Ph.D. University of Pittsburgh	Professor of English	S-025
MONTESI, Susan J.	B.S. Ferris State University M.A. Central Michigan University M.S. Central Michigan University	Dean of Enrollment Services	C-136
MOODY, Carol	Registry, St. Mary's Hospital School of Radiologic Technology	Instructor of Radiography	F-057
MOORE, Paul D.	B.A.; M.A. Rutgers University	Professor of Political Science	G-227
MORALES, Rosa E.	B.A. Michigan State University	Senior Producer/Director	A-92
MORRIS, Eva J.	B.S. Tennessee State University M.S. Tennessee State University E.D. Tennessee State University	Dental Hygiene Assistant Professor	F-53
MOSQUEDA, Margarita O.	B.A. Western Michigan University M.A. Western Michigan University	Director of Admissions	C-132
MOST, Clark F., Jr. (Dr.)	B.S. Central Michigan Ph.D. Washington State University	Professor of Chemistry	D-129
MUELLER, Rodney L.	A.A. Delta College B.S. Ferris State University	Assistant Professor Machine Tools/ Computer Numerical Control	D-116
MULLER, Donald J.	B.B.A.; M.A. Western Michigan University	Associate Professor of Business	G-218
MULLET, Patrick	A.A.S.; B.S. Ferris State University	Broadcast Engineer	A-023
MURLEY, David	B.S. Eastern Michigan University M.A. University of Louisville, Kentucky	Coordinator of Handicapped Services	B-116
NAVARRE, Kathleen (Dr.)	B.A. Saginaw Valley State University M.A.; Ph.D. University of Windsor	Assistant Professor of Social Science	N-144
NAVE, Edwin R.	B.S.E.E.; M.S.E.E. University of Cincinnati	Assistant Professor Technical Division	B-211
NEMANIC, Edward B. (Dr.)	B.S. University of Utah Ph.D. Northwestern University	Associate Professor of Physics	D-121
NICHOLS, Katrina C.	B.S. University of Michigan	Math Instructor/ Student Development Specialist	A-030
NICKEL, Fay E.	A.B. Delta College	Training Specialist Corporate Services	Regina Center
NICKERSON, Nancy	B.A.; M.A. Michigan State University	Director Career & Placement Services	A-030
NORTHRUP, Richard H. (Dr.)	B.A. Alma College M.S. Michigan State University Ph.D. University of Minnesota	Professor of Biology	F-238
NORTON, Michael	B.S. Eastern Michigan University	Assistant Bookstore Manager	B-024
NUECHTERLEIN, David J.	Certificate-Ret's Electronic Technical School	Broadcast Engineer	A-023
OATES, Louis	B.S.; M.A. Central Michigan University	Assistant to the Vice President of Student Services Associate Dean of Student Activities	C-141
O'DELL, Nida H.	B.A. University of Michigan	Director of Financial Aid	J-103

Name	Degree(s)	Title	Office
OETTMEIER, Arthur J.	B.S. Stout State University M.A. University of Michigan	Executive Director of Corporate Services	A-190
ORTENBURGER, Thomas R.	A.A. Riverside City College B.A.; M.A. University of California	Assistant Professor of Sociology	S-052
O'TOOLE, Patricia	B.A. University of Detroit M.A. University of Michigan	Associate Professor of Health, Physical Education & Recreation	N-138
UGHTON, Lawrence	B.F.A. Kansas City Art Institute M.F.A. Cranbrook Academy of Art	Assistant Professor of Art	S-129
PACKWOOD, Glen Eugene (Dr.)	B.S.; M.S. Northeast Missouri State University Ph.D. University of Missouri	Director of Research & Development	A-125
PARTHE, Mark E.		Broadcast Engineer	A-23
PAULSON, Benjamin A.	B.A.; M.A. Mankato State College	Director of Computer Services	A-112
PENNOCK, Robert Jr.	A.A. Devry Technical Institute A.A.; B.S. Southern Illinois University	Corporate Services	D.T.C.
PEREGRINO, Santiago	B.S.; M.A. University of Texas, El Paso J.D. University of Michigan	Associate Professor of Political Science	S-044
PETERSON, James E.	B.S. Tri-State College	Instructor of Mechanical Technology	S-207
PFEIFFER, Raymond S. (Dr.)	A.B. Denon College A.M. ; Ph.D. Washington University	Professor of Philosophy	S-240
PFUND, James		Plant Engineer	N-043
PLACKOWSKI, Linda C.	B.A.; M.A. Michigan State University	Associate Professor of Philosophy	S-255
POLENBERG, Marcia	B.A. Brooklyn College M.A. University of Michigan	Instructor of Art	S-129
PRAST, Leslie L.	B.A. Michigan State University M.A.T. Indiana University	Professor of English	S-017
PRENTICE, Richard W.	B.S.; M.Ed. Ohio University	Associate Professor of Health, Physical Education & Recreation	N-131
PRETZER, Judy	B.S. Saginaw Valley State University M.A. Central Michigan University	Assistant Professor of Mathematics	J-112
PRITCHETT, Rick	A.A. St. Clair County Community B.S. Ferris State University	Corporate Services Service Instructor	B.V.C.
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PUGH, John	B.S. Florida A & M University M.A. University of Toledo	Administrative Assistant/Special Services	H-138
PURDUE, Homer H.		Manager of Quality Education Corporate Services	B.V.C.
RACE, Patricia	A.A. Delta College	Counseling Services Specialist	K-139
RADLINSKI, Paul D.	B.S.; M.Ed. Bowling Green University	Associate Professor of Health, Physical Education & Recreation	N-145
RAMM, Joan	B.A. Wayne State University	Student Publications Advisor	B-102
RAMSEYER, Larry E.	A.A. Delta College B.S.; M.A. University of Michigan	Director Physical Plant	A-199
RAYMOND, Brad E.	A.C. North Central Michigan A.S. North Central Michigan College	Service Instructor Corporate Services	F-212
REED, David	B.S. Ferris State University	Corporate Services Service Instructor	B.V.C.
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RICHARDSON, Jeffrey R.		Service Instructor Corporate Services	A-190
RICHARDSON, Willie, Jr.	B.S.; M.A.; Sp.E. Central Michigan University	Dean of Community Affairs	A-076
RICKEY, Betty L.	R.N. Kellogg Community College A.A. Delta College B.S. Nazareth College B.S. Saginaw Valley State University	Instructor of Nursing	F-237
RINDERER, Regina C. (Dr.)	A.B. University of Pittsburg M.A. Ohio State University M.R.E. Catholic University of America Washington, D.C. Ph.D. Ohio State University	Instructor of English	S-30

Name	Degree(s)	Title	Office
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ROBINS, Sylvia G.	B.A.; M.A. University of California-Berkeley	Instructor of English	S-020
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ROOKARD, Renee R.	B.A. Fisk University M.A. State University of New York	Associate Professor of English	S-013
ROSELLE, Robert		Maintenance Supervisor	N-041
ROSS, Frederick C.	B.S.; M.A. Wayne State University	Professor of Biology	F-203
ROZNOWSKI, James	B.S.; M.A. Central Michigan University	Associate Professor of Mathematics and Computer Science	G-206
RUMMEL, Randall L.	A.B. University of Michigan	Student Development Specialist Teaching Learning Center	ECON
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SABOURIN, Joan Marie	B.S. Aquinas College M.S. Purdue University	Professor of Chemistry	D-123
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SANDFORD, Carolyn L.	B.A. Lawrence University M.A. Saginaw Valley State University	Associate Professor of Biology	F-211
SAVAGE, Audrey W.	B.S. Mississippi Valley State University	Assistant Professor/Coordinator Co-op Office Secretarial Science	F-043
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SCORSONE, Diane	B.A.; M.A. University of Michigan	Assistant Director of Financial Aid	J-102
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SMALLDON, Thomas J.		Corporate Services - Service Instructor	A-190
SMITH, Arthur C.	B.S. Sioux Falls College B.D. Colgate Rochester Divinity M.A. University of South Dakota	Associate Professor of Chemistry	D-118
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SMITH, Rodney J.	B.S.; M.S. Ohio State University	Professor of Biology	F-204
SOHN, Deborah J.		Physical Therapy Lecturer	F-31
SOZA, Daniel G., Jr.	A.A.S. Delta College B.S. Michigan State University M.Ed. Antioch College	Bilingual/Bicultural Education Specialist	H-141
SPILLER, Leroy J.	B.A. LaSalle College M.A. University of Toledo	Associate Professor of English	S-009
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THAYER, Russell	B.S.; M.A. University of Michigan	Associate Professor of Art	S-242
THEBERT, Robert A.		Corporate Services Service Instructor	A-190
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THOMSON, James	B.A. Michigan State University	Bookstore Manager	B-024
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TOWN, Edward R.	B.S. Central Michigan University	Controller	A-107
TREADWAY, Jean	B.S.; M.A. Woman's College of the University of North Carolina	Associate Professor of Health, Physical Education & Recreation	N-139
TREZEK, Thomas J.	B.S. University of Illinois	Occupational Programs Training & Retraining Director	A-51
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VADER McCORMICK, Nancy J.	B.A. Central Michigan University M.A. Western Michigan University Ph.D. University of Florida	Instructor of Speech	J-123
VERHANOVITZ, James A.	B.S. Saginaw Valley State University M.A. University of Michigan	Professor of Mathematics & Computer Science	G-115
WACKERLY, Michael	A.S. Delta College B.S. Saginaw Valley State University	Assistant Professor of Computer Information	S-268
WAIVIO, Janis G.	A.A. Grand Rapids Junior College B.A. Michigan State University C.P.A. State of Michigan	Assistant Professor of Accounting	J-120
WALDBAUER, Richard E.		Reprographics Manager	B-037
WALLACE, Chris	A.A.S. Delta College N.I.A.S.E. Certified B.S. Central Michigan University	Corporate Services	D.T.C.

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WAXMAN, Ellen	B.A. Herbert H. Lehman College M.A. Michigan State University	Director of Housing	C-138
WEISHEIM, William G.		Auto Service Technician Technical Division	ASC
WEISS, Theodore		General Services Supervisor	N-041
WEISS, Timothy	B.Ed. Central Michigan University	Corporate Services Service Instructor	S-248
WESTBROOK, Beverly A.	B.B.A.; M.A. University of Iowa	Associate Professor of Business	J-125
WHIPPLE, Mary Lou	R.N. St. Joseph's Hospital B.S.N.; M.A. Wayne State University	Assistant Professor of Nursing	F-218
WHITING, Diane	B.S. University of Michigan M.E.d. Central Michigan University	Assistant Professor Physical Therapist	F-56
WHITTAKER, Joyce	B.S.N. Ohio State University M.A. Central Michigan University	Professor of Nursing	F-221
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WILHELM, John R.	B.A. Ohio State University J.D. University of Michigan Law School	Professor of Political Science	G-104
WILLIAMS, David R.	B.S. Central Michigan University M.A. Western Michigan University	Associate Professor of Geography	D-133
WILSON, George	A.A. Delta College B.S. University of Michigan	Assistant Director of Financial Aid	H-146
WILSON, Karen T.	A.A. Delta College B.A. Saginaw Valley State University M.A. Central Michigan University	Associate Professor of Economics	G-110
WIRTZ, Caroline	B.A. Capital University M.S.Ed. University of Dayton	Director of Gifted Students Programs	C-137
WOIDERSKI, Larry	B.S. Central Michigan University M.A. Central Michigan University	Counselor Level I	K-132
WOJCIK, Bonifacia M.	B.S.N. University of Santo Tomas M.A. Central Michigan University	Associate Professor of Nursing	F-215
WOLFF, Harry L.	A.A. Bay City Junior College B.A.; M.A. Central Michigan University	Counselor Level III	K-131
WOLFGRAM, Eveyln	B.A. Michigan State University M.A. Michigan State University	Counselor Level III	K-134
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ZIMMERMANN, Robert (Dr.)	B.S. Lawrence College M.A. Lehigh University Ph.D. University of Wisconsin	Assistant Professor of Psychology	S-033
ZUBE, Duff	B.A. Saginaw Valley State University M.S.A. Central Michigan University	Assistant Registrar	A-106

DELTA COLLEGE PROGRAMS AND SERVICES

To Ask Questions About:	Contact:	Location:	Phone Extension:
Academic Standards, Probation & Dismissal Status	Records-Registrar	A Wing	9305
Admissions	Admissions Office	Between C & D Wings	9092
Activities	College Programming Office	C-140	9335/9549
Affirmative Action	Affirmation Action Officer	A-2	9547
Assessment Services (Testing)	Assessment Services Office	S-27	9531
Apprenticeship/Skilled Trades	Skilled Trades Coordinator	A-55	9438
Bus Schedules, Car Pool Information	Instructional Support Services	E-130	9221
Campus Ministry	Campus Minister	H-144	9265
Campus Tours	Admissions Office	Between C & D Wings	9092
Career Counseling	Counseling Center	Between J & K Wings	9330
Career Information	Career Information Center	East Concourse	9072
Center (off campus) Services & Classes	Instructional Support Services	E-130	9221
Change a Course (Add/Drop)	Registration Center	A Wing	9395
Child Care (Pre-School)	Child Care Center	Y-100	9334
Clubs & Organizations	College Programming Office	C-140	9335/9549
College Rules & Regulations (of behavior)	Vice Pres. Student Services Office	A-119	9340/9339
Collegiate (student newspaper)	Collegiate Office	B-102	9337
Community Affairs Programs & Courses	Community Affairs Office	E-130/West Conc	9515/9414
Conferences	Conference Development Office	E Wing	9460
Corporate Services	Corporate Services Office	A Wing	9297
Course Grade	Course Teacher	—	—
Curriculum Requirements & Guidesheets	Counseling Center	Between J & K Wings	9330
Delta College Foundation	Foundation Office	West Concourse A-43	9224
Financial Aid (Scholarships, Grants, Loans, etc.)	Financial Aid Office	J-100	9080
Graduation Requirements & Applications	Records-Registrar	A Wing	9305
Handicapped Students & Services	Handicapped Services Office	B-116	9096
Honors Program	Honors Office (Admissions)	C-137	9095
Housing/Residence Halls	Housing Office (Admissions)	Between C & D Wings	9400
I.D. Cards	Admissions Office	Between C & D Wings	9092
Illness, Injury, Health Concerns & Insurance	Health Services	B-103	9333
Incomplete Grade	Course Teacher	—	—
Intercollegiate Athletics & Intramural Sports	Health, Phys. Ed. & Recreat.	N-140	9023
International Students	Housing Office (Admissions)	Between C & D Wings	9400
Jobs (part/full time, on/off campus)	Placement Center	East Concourse	9074
Judicial/Due Process	Vice Pres. Student Services Office	A-119	9340/9339
Learning/Studying Services	Teaching/Learning Center	East Concourse	9314
Library & Audio Visual Resources	Learning Resource Center	Main Bldg. South End	9307
Lost and Found	Campus Police Department	B-101	9111
Minority Student Programs & Services	Student Support Services Office	Between H & J Wings	9118
Older Population Program	Older Population Program Office	A-66	9401
Orientation for New Students	Counseling Center	Between J & K Wings	9330
Parking & Security	Campus Police Department	B-101	9111
Personal Problem	Counseling Center	Between J & K Wings	9330
Planetarium Programs	Planetarium	B-203	9255
Public Relations	College Relations Office	A Wing	9223
Registration of Classes	Registration Center	A Wing	9395
Residency Qualifications	Records-Registrar	A Wing	9305
Single Parent/Homemaker & Sex Equity Program	Single P/Homemaker/Sex Eq. Office	C-139	9390
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Student Senate	Senate Office	G-126	9488
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Tickets, Social & Cultural Events	Cashier	A Wing	9394
Transcript Requests	Records-Registrar	A Wing	9305
Transfer Credit Acceptance	Records-Registrar	A Wing	9305
Transfer to Another College	Counseling Center	Between J & K Wings	9330
Transferability of Delta Courses	Counseling Center	Between J & K Wings	9330
Tuition & Course Fees	Registration Center	A Wing	9395
Tutoring	Special Services Office	Between H & J wings	9118
	Teaching/Learning Center	East Concourse	9314
V.A. Benefits Certification & Information	Records-Registrar	A Wing	9465
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Withdrawal from College	Registration Center	A Wing	9395
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OPPORTUNITY WITH EXCELLENCE

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